

POCHT
20/6/15

GOVERNMENT OF WEST BENGAL
Child Development and Women Dev. & Social Welfare Department
Bikash Bhavan, North Block, 10th Floor, Salt Lake, Kolkata - 700 091

No. 1684/WCD&SW/2015

Dated, Kolkata, the 17th June, 2015

NOTICE

The 9th meeting of the State Level Steering & Monitoring Committee of Kanyashree Prakalpa headed by the Hon'ble Finance Minister will be held at the C.S. Conference Hall at Nabanna on 2nd July, 2015 at 11 a.m. A presentation on the latest status of the Kanyashree Prakalpa will be made during the meeting and the road ahead decided. The Minutes of the last meeting is enclosed.

Encls: as above.

Roshni Sen
(Roshni Sen)
Secretary

No. 1684/1(19)/WCD&SW/2015 Dated, the 17th June, 2015

Copy forwarded for kind information and request to attend the meeting as a member of the Committee :

1. Chief Secretary to the Government of West Bengal;
2. Principal Secretary, Department of Finance
3. Principal Secretary, Department of Health and Family Welfare;
4. Principal Secretary, Department of Panchayat and Rural Development
5. Principal Secretary, Department of Backward Class Welfare
6. Principal Secretary, Department of Municipal Affairs
7. Secretary, Department of School Education
8. Secretary, Department of Higher Education
9. Secretary, Department of Minority Affairs and Madrasa Education
10. Secretary, Department of Mass Education
11. Secretary, Sports and Youth Services Department
12. Secretary, Department of Technical Education and Training
13. Secretary, Department of Information and Cultural Affairs
14. State Project Director, Sarva Shiksha Abhiyan;
15. Deputy Director General & SIO, NIC, West Bengal;
16. OSD to C.S. & Under Secretary - with a request to book the hall and provide arrangements for a powerpoint presentation.
17. Chief of Field Office, UNICEF Office for West Bengal
18. P.S. to Finance Minister - for kind information of Hon'ble Finance Minister.
19. P.S. to HMoS, WCD&SW - for kind information of Hon'ble Minister of State(IC), WCD&SW.

Roshni Sen
Secretary

comm, nmc
JSCMC)

837-SMA/IS
18/6/15

✓ Dir. SUDA

mae
18/6/15



Government of West Bengal
Department of Municipal Affairs
Writers' Buildings, Kolkata-700 001

No. 1184(127)/MA/C-10/3S-24/2013

Dated, Kolkata, the 18th day of December, 2013

From: Joint Secretary to the Government of West Bengal.

To : 1. The Mayor

Municipal Corporation

P.O. Dist.

2. The Chairman/Chairperson

.....Municipality

P.O. Dist.

1. FA
2. PO(H)

PI note & keep
in Kanyashree file

30/12/13

Sir,

In cancellation of this Department's letter No. 861(127)/MA/C-10/3S-24/2013 dated 04/09/2013 I am directed to state that the Director of Local Bodies and Ex-Officio Joint Secretary, M.A. Department will act as Nodal Officer on behalf of Municipal Affairs Department for implementation of Kanyashree Prakalpa, 2013 in place of Director, State Urban Development Agency.

Yours faithfully,

Sd/-

Joint Secretary

No. 1184/1(4)/MA/C-10/3S-24/2013

Dated, Kolkata, the 18th day of December, 2013

Copy forwarded for information to :

1. Secretary, Department of Women Development and Social Welfare, Government of West Bengal
- ✓ 2. The Director, State Urban Development Agency
3. The Director, Directorate of Local Bodies
4. P.S. to MIC, MA & UD Department

Joint Secretary



Government of West Bengal
Department of Municipal Affairs
Writers' Buildings, Kolkata-700 001

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Yours faithfully,

[Signature]

Joint Secretary

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[Signature]
Joint Secretary

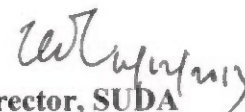
SUDA**STATE URBAN DEVELOPMENT AGENCY****HEALTH WING****"ILGUS BHAVAN"****H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091****West Bengal****Ref No. SUDA-Health/558/13/247****Date 04.12.2013****From : Director, SUDA****To : The Principal Secretary
Department of Municipal Affairs
Writers' Building.****Reg. : Kanyashree Prakalpa, 2013.****Sir,**

I am to refer to the Municipal Affairs Department's Memo No. 861(127)/MA/C-10/3S-24/2013 dt. 04.09.2013 wherein the undersigned has been assigned to act as Nodal Officer on behalf of Municipal Affairs Department for Kanyashree Prakalpa, 2013.

In this connection, a reporting format for monthly review on Kanyashree Prakalpa has been received by the undersigned which is enclosed herewith for your kind perusal. This is to state that SUDA is in-charge of implementing multifarious Programmes with limited manpower. Hence, perhaps it would be better if Directorate of Local Bodies (DLB) is made Nodal Organisation for monitoring of the Programme on behalf of Municipal Affairs Department and collection of reports from the ULBs time to time for onward submission to you, as DLB has its Regional Offices and also looking after Sishu Sikhya Karyakrom (SSK). If considered, DLB, WB may be declared as Nodal Officer for the Programme.

Thanking you.

Yours faithfully,

Enclo. : As stated.
Director, SUDA

SUDA

STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091
West Bengal

Ref No. **SUDA-Health/558/13/247**

Date **04.12.2013**

From : **Director, SUDA**

To : **The Principal Secretary
Department of Municipal Affairs
Writers' Building.**

Sub. : **Reporting format on Kanyashree Prakalpa, 2013 - regarding**

Sir,

In inviting reference to the Municipal Affairs Dept's Memo no. 861 (127)/M.A.(C)-10/35-24/2013 dated 6.9.2013 wherein an instruction has been assigned to act as Nodal Officer on behalf of M.A. Dept for Kanyashree Prakalpa.
A reporting format for monthly review on Kanyashree Prakalpa has been received by the undersigned which is enclosed herewith for your kind perusal.

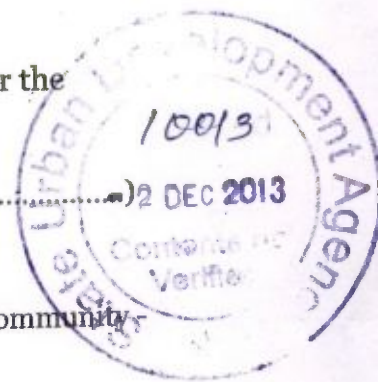
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Thanking you.

Yours faithfully,

Enclo. : As stated.

Director, SUDA

Format for Hon'ble CM's Monthly Review on Kanyashree Prakalpa for the
Month.....



1. Unit: SPMU/ DPMU (Name of the DPMU.....)
2. Target of the month for Annual Scholarship
3. Target of the month for One time Grant
4. No. of Annual Scholarship and One time grant applications received caste/community wise:

	SC	ST	OBC	Minority	General	Total
Annual Scholarship						
One time grant						

5. No. of Annual Scholarship and One time grant applications sanctioned caste/community-wise:

	SC	ST	OBC	Minority	General	Total
Annual Scholarship						
One time grant						

6. Annual Scholarship and One time grant applications verified (5% of total sanctioned)

	SC	ST	OBC	Minority	General	Total
Annual Scholarship						
One time grant						

7. No. of Annual Scholarship and One time grant applications uploaded on the Kanyashree Portal

	SC	ST	OBC	Minority	General	Total
Annual Scholarship						
One time grant						

8. Number of applications of one-time grant/ annual scholarship rejected during the month by reasons:

	Reason
Annual Scholarship	<input type="checkbox"/> Not of appropriate age <input type="checkbox"/> Married <input type="checkbox"/> Enrolment proof not available <input type="checkbox"/> Age proof not available <input type="checkbox"/> Family income greater than Rs.1,20,000 per annum
One time grant	<input type="checkbox"/> Not of appropriate age <input type="checkbox"/> Married <input type="checkbox"/> Enrolment proof not available <input type="checkbox"/> Age proof not available <input type="checkbox"/> Family income greater than Rs.1,20,000 per annum

9. Number of Bank Accounts opened :

SC	ST	OBC	Minority	General	Total

10. No of Steering and Monitoring Committee meetings held :

State Level	
District Level	

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N. dis...
19/12/13
100/3
2 DEC 2013
Contents as Verified

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Date Level	
District Level	

Handwritten signatures and stamps at the bottom of the page.

Guideline of Kanyashree Pokkapa.

Pg-11 → Date & Department Convergence
Role of Dept. of MA. → To promote the Scheme & distribute application forms through its offices.

Pg-11 → 5.1 SL No 2
All primary date entry will be undertaken by SDO for Urban Areas.

To get ~~the~~ status - office of SDO may be contacted as the application forms are distributed not only from Mpl but also from other sources i.e. schools, DHFT,

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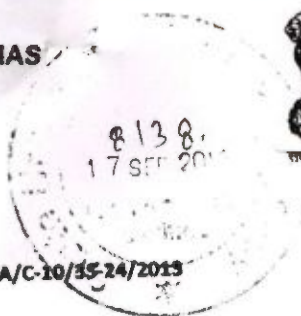
Handwritten signatures and stamps at the bottom of the page.

B. P. Gopalika, IAS
Secretary



सत्यमेव जयते

MUNICIPAL AFFAIRS DEPARTMENT
GOVERNMENT OF WEST BENGAL
WRITERS BUILDING, KOLKATA - 700 001
Phone : (033) 2214 3678
Fax : (033) 2214 3632



4563-30/6/13
13.09.13

No. 861(127)/MA/C-10/15-24/2013

Dated : Kolkata, the 4th day of September, 2013

To : 1. The Mayor

..... Municipal Corporation
P.O. District

2. The Chairman / Chairperson

..... Municipality
P.O. District

Sub : Kanyashree Prakalpa, 2013 - regarding.

Sir,

You are aware that State Government in the Women Development and Social Welfare Department is going to introduce "Kanyashree Prakalpa, 2013", a state funded project designed to improve the status and well being of the girl children in West Bengal. In this connection, a copy of the "Implementation Guidelines" of the said programme is enclosed for your kind perusal.

You are therefore requested to extend all necessary co-operation for effective implementation of this programme.

In this connection, this is to further mention that Shri M. N. Pradhan, IAS, Director, State Urban Development Agency and Ex-Officio Joint Secretary, Municipal Affairs Department will act as Nodal Officer on behalf of Municipal Affairs Department for this programme.

Encl : As stated.

Yours faithfully,

ml
4/9/13
Secretary

Dr. SUDA



সুধী,

বিগত দিনগুলিতে পশ্চিমবঙ্গে উন্নয়নের সঠিক কোনো অভিমুখ ছিল না। সামাজিক সুরক্ষা ও সামাজিক উন্নয়নের বিভিন্ন সূচকের সঠিক বিশ্লেষণ কখনও হয়নি। তার ফলে সার্বিক উন্নয়নে ঘাটতি থেকে গেছে। আগের সরকারের সুনির্দিষ্ট ও নিজস্ব প্রকল্প ছিল না বললেই চলে। উন্নয়ন সূচকের মাপকাঠিতে রাজ্যকে এগিয়ে নিয়ে যাওয়ার উদ্দেশ্যে এখনই বিশেষ কিছু উদ্যোগ নেওয়া প্রয়োজন।

মেয়েরা লেখা পড়া শিখে নিজের পায়ে না দাঁড়ালে, সামনের দিকে এগিয়ে না আসলে রাজ্যের সার্বিক উন্নয়ন হতে পারে না। নারী শিক্ষার প্রসার ঘটানো ও নারীর ক্ষমতায়ন আমাদের সরকারের অন্যতম প্রধান উদ্দেশ্য। মেয়েদের এগিয়ে নিয়ে যাওয়া আমাদের লক্ষ্য।

আপনারা জানেন পশ্চিমবঙ্গ আর্থিক দিক দিয়ে সচ্ছল নয়। পূর্ববর্তী সরকারের লাগামহীন, দিশাহীন আর্থিক নীতির কুফল আমরা এখনও ভোগ করছি। তা সত্ত্বেও আমাদের সামাজিক দায়বদ্ধতার কথা ভেবে মেয়েদের সম্মান বাড়াতে, তাদের জীবনযাত্রার মানের উন্নতি ঘটাতে, মেয়েদের বিদ্যালয়/মাদ্রাসা/ভোকেশনাল শিক্ষা কেন্দ্রে যাওয়াকে উৎসাহ দিতে ও তাদের উচ্চশিক্ষায় অনুপ্রাণিত করতে, পশ্চিমবঙ্গ সরকার 'কন্যাশ্রী' প্রকল্প রূপায়ন করার উদ্যোগ গ্রহণ করেছে।

আমাদের সীমিত সামর্থ্য সত্ত্বেও বার্ষিক ১ লাখ ২০ হাজার টাকার কম আয়যুক্ত প্রতিটি পরিবারের ১৩ থেকে ১৮ বছর বয়সী স্কুল ছাত্রীদের কন্যাশ্রী প্রকল্পে বার্ষিক ৫০০ টাকা করে বৃত্তি দেওয়ার সিদ্ধান্ত আমরা নিয়েছি। আঠারো বছর বয়স হয়ে যাওয়ার পর মেয়েরা লেখা পড়ার সঙ্গে যুক্ত থাকলে, তাদের এককালীন ২৫,০০০ টাকা অনুদান দেওয়া হবে। এ বিষয়ে বিস্তৃত তথ্য নিকটবর্তী মাধ্যমিক/উচ্চমাধ্যমিক স্কুল/মাদ্রাসা/ভোকেশনাল শিক্ষা কেন্দ্র, বিডিও/এসডিও অফিস থেকে জানা যাবে।

আমি আশা করব বাংলার ঘরে ঘরে প্রতিটি মেয়েই 'কন্যাশ্রী' হয়ে উঠবে। নারী উন্নয়ন ও অগ্রগতির ক্ষেত্রে পশ্চিমবঙ্গ সারা দেশকে পথ দেখাবে।


মেয়েরা আমাদের ঘরের 'সম্পদ'

ভবিষ্যতের - অনন্যা

ওদের নিজ পায়ে দাঁড়াতে দিন

"কন্যাশ্রী" ওদের প্রেরণা

শুভেচ্ছান্তে,


(মমতা ব্যানার্জী)

Government of West Bengal
Department of Women Development and Social Welfare
Application Form for "Kanyashree Prakalpa"
[For Annual Scholarship only & to be used at Schools]
[To be filled up in English Block letters only]

Attested
Photograph

1. স্কুল / প্রতিষ্ঠানের নাম :
School / Institute Name* :
2. ডিসে কোড / সমতুল্য কোড
DISE Code/Equivalent Code
(not for open school) :
3. প্রতিষ্ঠানের ধরণ
Type of Institute : ☐ সাধারণ বিদ্যালয় ☐ উন্মুক্ত বিদ্যালয় ☐ মাদ্রাসা ☐ বৃত্তিমূলক/প্রশিক্ষণ কেন্দ্র
Formal School Open School Madrasah Vocational / Training Institute
4. প্রতিষ্ঠানের ঠিকানা :
Address of Institute* :
নং :

No. :

রাস্তা/পথ
Road/Street :

ডাকঘর :

Post Office :

থানা :

PS :

ব্লক/পৌরসভা
Block/Municipality :

জেলা :

District :

পিন কোড :

Pin :
5. নথিভুক্তিকরণ :
Affiliated To* :

Child Basic Details শিশুর মৌলিক বিবরণ :

6. আবেদনকারীর নাম :
Applicant's Name :
7. জন্ম তারিখ (দিন/মাস/বছর)
DOB(DD/MM/YYYY)* :
8. পিতার নাম :
Father's Name :
9. মাতার নাম :
Mother's Name :
10. অভিভাবকের নাম : (মহিলা)
Guardian's Name (Female) :
11. অভিভাবকের সঙ্গে সম্পর্ক :
Relationship with Guardian :

12. শিশুর আবেদন পত্রের পরিচিতি

Child Application Id [20 digits]

[To be generated while entering the data in e-portal, i.e., www.wbkanyashree.gov.in]

13. বৈবাহিক অবস্থান : অবিবাহিত

Marital Status : UN-MARRIED

14. শারীরিক প্রতিবন্ধী :

Differently Abled :

☐ হ্যাঁ

Yes

☐ না

No

যদি থাকে, প্রতিবন্ধকতার শতাংশ :

 %

(প্রতিবন্ধী শংসাপত্র অনুযায়ী)

15. শ্রেণী :

Category :

☐ সাধারণ

General

☐ তপস্বিনী জাতি

SC

☐ তপস্বিনী উপজাতি

ST

☐ অন্যান্য অমগ্রসর শ্রেণী

OBC

☐ সংখ্যালঘু

Minority

SAMPLE COPY

16. পিতা-মাতা উভয়েই মৃত : ☐ হ্যাঁ ☐ না
Both Father & Mother Deceased*: Yes No
17. আধার কার্ড : ☐ হ্যাঁ ☐ না
Aadhar Card : Yes No
- আধার কার্ডের নম্বর (যদি থাকে) :
Aadhar Number (if Yes) :
18. পরিবারের মোট বার্ষিক আয় : Rs.
Gross Annual Family Income :

Contact Details : যোগাযোগের বিশদ বিবরণ :

19. বর্তমান ঠিকানা*
Present Address:
গৃহের নং :
House No. :
রাস্তা/পথ :
Road/Street :
ডাকঘর :
Post Office :
থানা :
PS :
ব্লক/পৌরসভা :
Block/Municipality :
জেলা :
District :
পিন কোড :
Pin :
20. স্থায়ী ঠিকানা :
Permanent Address : [☐ Same as Present Address] [বর্তমান ও স্থায়ী ঠিকানা একই]
গৃহের নং :
House No. :
রাস্তা/পথ :
Road/Street :
ডাকঘর :
Post Office :
থানা :
PS :
ব্লক/পৌরসভা :
Block/Municipality :
জেলা :
District :
পিন কোড :
Pin :
21. বৃত্তান্ত/মোবাইল নং :
Phone/Mobile Number* :

Bank Details ব্যাংকের বিশদ বিবরণ

22. ব্যাংকের নাম :
Bank Name :
23. শাখার নাম :
Branch Name :
24. শাখার ঠিকানা :
Branch Address :
25. একাউন্ট নম্বর :
A/C Number :
26. আই.এফ.এস.সি. কোড :
IFSC Code :

Supporting Documents Enclosed বক্তব্যের সমর্থনে প্রমাণপত্র সংযোজিত হল

27. নথি সংযোজিত হল [যেটি প্রযোজ্য]
Enclosed Documents [Check whichever Applicable] :
- ☐ অবিবাহিত শংসাপত্র ☐ পারিবারিক আয়ের শংসাপত্র ☐ শারীরিক প্রতিবন্ধকতার শংসাপত্র
Unmarried Certificate Family Income Certificate Physically Challenged Certificate
- ☐ পিতা-মাতার মৃত্যুর শংসাপত্র ☐ বয়সের শংসাপত্র
Parents' Deceased Certificate Age Certificate

A. Candidate's Declaration

☐ আমি ঘোষণা করছি যে এই আবেদনপত্রে বর্ণিত প্রার্থী আমি এবং উপরে উল্লিখিত বর্ণনামূলক সত্য।

I declare that I am the candidate mentioned in this application and the statements made above are true.

তারিখ

প্রার্থীর স্বাক্ষর

Date : ____/____/____

Candidate's Signature _____

B. Parent's / Legal Guardian's Declaration পিতা মাতা ও আইনি অভিভাবকের ঘোষণা

☐ আমি ঘোষণা করছি যে আমি এই আবেদনপত্রে বর্ণিত প্রার্থীর পিতা/মাতা/আইনি অভিভাবক। এই বৃত্তি পাবার জন্য আমি তার পক্ষে আবেদন করছি।
I declare that I am the father/mother/legal guardian of the candidate mentioned in this application and apply for this scholarship on her behalf.

☐ আমি আরও ঘোষণা করছি যে সে অবিবাহিত এবং আমার বার্ষিক পারিবারিক আয় ১,২০,০০০ টাকা বা তার কম।

I also declare that she is un-married and my gross family income is Rs. 1,20,000/- or less per annum.

তারিখ

Date : ____/____/____

পিতা/মাতা/আইনি অভিভাবকের স্বাক্ষর/বাম হাতের বৃদ্ধাঙ্গুলের ছাপ
Signature/left thumb impression of parent/legal guardian

C. Certification by Head of Institution প্রতিষ্ঠানের প্রধানের শংসাপত্র

☐ আমি, প্রতিষ্ঠানের প্রধান, এতদ্বারা ঘোষণা করছি যে, _____

পিতা _____ এই স্কুলের ছাত্রী।

বিদ্যালয়ের নথি অনুযায়ী প্রার্থীর জন্মের তারিখ ____/____/____ এবং সে প্রতিদিন _____ শ্রেণীতে/কোর্সে উপস্থিত থাকে।

I, HOI hereby certify that _____

Daughter/Ward of _____

_____ is a student of this Institution.

As per School record, her DOB is ____/____/____ and she is regularly attending in Class/Course _____

আমি এতদ্বারা ঘোষণা করছি যে _____ এর পিতামাতা উভয়েই মৃত

এবং তার সমর্থনে প্রমাণপত্র দাখিল করা হল।

I hereby declare that the parents of _____ are

deceased and supporting documents have been given.

তারিখ

Date : ____/____/____

অফিসের শীল সহ প্রতিষ্ঠানের প্রধানের স্বাক্ষর

Signature of Head of the Institution with Office seal

D. Certification of Appropriate Certifying Authority উপযুক্ত কর্তৃপক্ষের শংসাপত্র

আমি এতদ্বারা শংসাপত্র দিচ্ছি যে _____

পিতা _____ বাস করে _____

I, hereby certify that _____ daughter/ward of _____ residing at _____

☐ প্রার্থী অবিবাহিত

The candidate is Un-married

তার পিতা-মাতা উভয়েই মৃত

☐ হ্যাঁ

☐ না

Both of her parents are deceased :

yes

No

☐ তার পিতা-মাতার/অভিভাবকের মোট বার্ষিক আয় ১,২০,০০০ টাকা বা তার কম

The gross annual income of her parents / guardians is less than or equal to Rs. 1,20,000/-.

শংসাপত্র অনুযায়ী প্রার্থী ৪০% এর বেশী শারীরিক প্রতিবন্ধী। ☐ হ্যাঁ ☐ না

The Candidate is more than 40% physically disabled as per Certificate.

তারিখ

Date : ____/____/____

অফিসের শীলসহ যথাযথ শংসাপ্রদানকারী কর্তৃপক্ষের স্বাক্ষর

পুরো নাম _____

পদ _____

Signature of Appropriate Certifying Authority with Official Seal

Full Name : _____

Designation : _____

Acknowledgement Received দরখাস্ত গৃহীত হল

Serial No. :

প্রার্থীর নাম _____ পিতা _____ বাস করে _____

Candidate's name _____ daughter/ward of _____ residing at _____

System Generated Child applicant Id :

[To be taken afterwards from School after entering the data in e-portal.]

Data entered into web portal by _____ on _____/_____/_____

Data verified by _____ on _____/_____/_____

Case sanctioned by _____ on _____/_____/_____

সাধারণ নির্দেশাবলী / General instructions :

- চিহ্নিত ক্ষেত্রগুলি আবশ্যিক এবং অবশ্যই পূরণ করতে হবে। (Marked fields are mandatory & must be filled).
- প্রত্যেকটি ক্ষেত্র ইংরাজী বড় হরফে পূরণ করতে হবে। (All fields are to be filled up in English Block letters).
- প্রত্যেকটি বাক্সে একটি অক্ষর/সংখ্যা লিখতে হবে। (Put one (1) character /letter/number in each box).
- প্রতি নাম ও পদবীর মধ্যে একটি বাক্স ফাঁকা রাখতে হবে। (One box should be left between first name & middle name and middle name & last name).
- প্রতিষ্ঠানের / স্কুলের প্রধান কে DISE /সমতুল্য কোড দিতে হবে। (DISE/Equivalent code to be provided by Head of the Institution/School).
- তারিখ দিতে হবে দিন/মাস/বছরের হকে। (Any date should be given in the DD/MM/YYYY format).
- দরখাস্তকারীর পরিচিতি অবশ্যই যথার্থ হানে লিখতে হবে। (System Generated Id must be written in the appropriate box).
- সমস্ত সমর্থিত প্রমাণপত্র, ছবি, আবেদনপত্রের সঙ্গে অবশ্যই দিতে হবে। (All supporting documents, photo must be provided with the Application Form).
- সমস্ত তথ্য ক্ষেত্রগুলি অবশ্যই পূরণ করতে হবে। যে সমস্ত ক্ষেত্রগুলি প্রার্থীর জন্য প্রযোজ্য নয় সেগুলিতে প্রযোজ্য নয় লিখতে হবে। (All information fields MUST be filled in. Where fields are not applicable to the candidate, these should be marked as Not Applicable).
- যে ক্ষেত্রগুলি প্রযোজ্য সেখানে (✓) দিতে হবে যেখানে প্রযোজ্য নয় সেখানে (x) দিতে হবে। (Boxes should be marked with a check (✓) when applicable and a cross (x) when not applicable).
- পারিবারিক আয় বছরে ১,২০,০০০ টাকার বেশি হবে না। যে সব মেয়েদের পিতামাতা উভয়েই মৃত এবং শারীরিক প্রতিবন্ধী (৪০ শতাংশ বা তার বেশি) তাদের ক্ষেত্রে ছাড় আছে। (The household income should not be more than Rs. 1,20,000/- per year but is waived if the girl had lost both parents or is physically challenged (more than 40%)
মেয়েটির বয়স ১৩ থেকে ১৮ বৎসরের মধ্যে হতে হবে এবং সে কোন বিদ্যালয়ে অথবা বৃত্তিমূলক/কারিগরি শিক্ষা কেন্দ্রে অষ্টম হইতে দ্বাদশ শ্রেণীতে অথবা সমতুল্য শ্রেণীতে পাঠরত থাকবে এবং তাকে দরখাস্ত করার সময়ে অবিবাহিত হতে হবে। (The girls should be of age 13 years to 18 years and enrolled in Class VIII to XII or equivalent in any school or vocational/technical training institution and must be not be married at time of application).
- নিম্নলিখিত প্রমাণ পত্রের যে কোন একটি প্রার্থীর জন্মতারিখের প্রমাণ হিসাবে এই আবেদন পত্রের সাথে সংযুক্ত করতে হবে। (Attach one of the following documents with this application as proof of Date of Birth of candidate) :
 - জন্মের শংসাপত্রের প্রতিলিপি উপযুক্ত অধিকারিকের দ্বারা প্রত্যায়িত প্রয়োজন। (Copy of Birth Certificate attested by an Authorized Certifying Authority*).
 - অথবা Or
 - যে শিক্ষা প্রতিষ্ঠান/প্রশিক্ষণ প্রতিষ্ঠানে সে নথিভুক্ত সেই শিক্ষা প্রতিষ্ঠানের দ্বারা বয়সের শংসাপত্র প্রদান। (Certificate of age by Institution of Education / Training the candidate is currently enrolled in).
- যথাযথ শংসাপত্র প্রদানকারী কর্তৃপক্ষ Appropriate Certifying Authority :
 - রাজ্য বা কেন্দ্রীয় সরকারের গ্রুপ - এ অফিসার যিনি প্রার্থী যে অঞ্চলে বাস করে সেখানে চাকুরিরত অথবা ঐ এলাকায় বসবাসকারী।
Group-A Officer of State Government or the Government of India who is either posted in the area, or is a resident of the area of residence of the applicant.
 - প্রার্থী যে অঞ্চলে বাস করে সেই অঞ্চলের সাংসদ বা বিধায়ক। Member of Parliament, Member of Legislature of the area of residence of the applicant.
 - প্রার্থী যে অঞ্চলে বাস করে সেই অঞ্চলের পৌরসভার কাউন্সিলার অথবা গ্রাম পঞ্চায়েত প্রধান। Councilor of ward of the municipal areas, Gram Panchayat Pradhan of the area of residence of the applicant.

KANYASHREE PRAKALPA 2013

IMPLEMENTATION GUIDELINES

Department of Women Development and Social Welfare

Government of West Bengal

August 2013

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1.1 Background

1.1.1 Child marriage a concern for West Bengal

1. Under the Prohibition of Child Marriage Act, 2006, the legal age of betrothal and marriage for girls is 18 years, and for boys is 21 years. In spite of several years of this Act being in existence, the early betrothal and marriage of children continues to be a norm in the West Bengal. According to the District Level Health Survey – 3, 2007-08 (DLHS-3, 2007-08), the state ranks fifth highest in the country when it comes to the prevalence of child marriage. It is vital to note that:
 - a. While all-India trends show that families are slowly delaying the betrothal and marriage of their girls, in West Bengal, almost every second girl is a child bride - over 54.7 % of the state's currently married women aged 20-24 were married before they reached the age of 18 (as compared to all-India figures of 43 %). Some of the states that have made significant progress in preventing child marriage are Maharashtra (40.4%), Odisha (37.5%), Gujarat (35.4%) and Tamil Nadu (24.4%). Some states that lag behind are Bihar (68.2%) and Jharkhand (55.7%).
 - b. The districts of Murshidabad, Malda, Birbhum, Purulia, Bankura, Dakshin Dinajpur, South 24 Parganas, Nadia and Cooch Behar are areas with the highest incidence of child marriage in the state.
 - c. While the figures show that child marriage is more prevalent in rural areas, statistics for Kolkata reveal that even in non-slum areas in the heart of the city, where families are wealthier and girls are likely to be better educated, more than a quarter of girls are married before they reach adulthood.
2. Significantly, child betrothal and marriage is completely gendered practice – and an overwhelmingly large percentage of girls are married at before reaching adulthood - and only a miniscule percentage of boys are subjected to the same fate.

1.1.2 Negative Impact of child marriage

1. **Child marriage and female school dropout:** Child marriage leads to girls dropping out of school, which further limit their scope of future development. In West Bengal, attendance of girls in school drops from 85% in the age-group 6-10 years to a mere 33% in the age group 15-17 years. (NFHS III, 2005-06) After the implementation *Sarva Shiksha Abhiyan* towards universalization of elementary education, significant progress has been noticed among girls, both in terms of enrolment and completion rate at the elementary level. However, the transition from elementary to secondary school levels remains a concern. While girls are often taken out of school to get married, in other cases, when girls do not do well in studies or are not academically inclined, marriage is seen as the only viable alternative for them. In fact, many girls who drop out of school are sent away by parents to earn their dowries by working as child labour, leaving them vulnerable to traffickers.

According to a study entitled 'Final Study Report on Restructuring of School Education System in West Bengal' by IIM Calcutta, the percentage of girls enrolment gradually falls at the secondary and higher secondary level. While at the elementary level the girls' enrolment is more compared to boys at the secondary level it is almost the same as that of the boys. But at the higher secondary level the Gender Parity Index is only 0.75. It is at this juncture, when children are between the age of 17 and 18 that most of the girls are compelled to leave school and parents start negotiating for their marriage.

2. **Child and maternal ill-health and mortality:** Child marriage is one of the deterrent factors which is limiting the progress of maternal and child health and improvements in the nutritional status of children in West Bengal. Child marriages result in early pregnancies, which in turn lead to high maternal and infant deaths, and are also a leading cause for malnutrition among children.

Child marriages result in girls becoming mothers at an age when they are not out of childhood themselves - of all teenage girls aged 15 – 19 in West Bengal, one-fourth have already begun child-bearing, a percentage that is much higher than the national average (16%) and also higher than all other Indian states except Jharkhand.

3. **Child marriage and trafficking:** Child marriage is one of the lures used by human exploitation rackets to entice poor parents to part with young girls. Although it is not possible to disaggregate data on children who have gone missing because of child marriages arranged by fraudulent means, it is significant to note that the districts which rank the highest amongst all districts for child marriages, namely, Murshidabad and Malda, are also considered the most vulnerable to trafficking.

1.2 About Kanyashree Prakalpa

1. In view of the above, the Department of Women Development and Social Welfare, West Bengal (DWSW) formulated the Kanyashree Prakalpa – a conditional cash transfer scheme with the aim of improving the status and well being of the girl child in West Bengal by incentivizing schooling of all teenage girls and delaying their marriages until the age of 18, the legal age of marriage. Kanyashree Prakalpa is a West Bengal Government sponsored scheme which will be implemented henceforth in all districts of the state.

1.3 Expected Benefits of the Scheme

1. While a number of factors contribute towards girls dropping out of school, human rights research shows that the greatest obstacles to girls' education are child marriage, pregnancy and domestic chores, and that ensuring that girls stay in school is one of most effective protective measures against child marriage. Given that child marriage has a grossly negative impact on the lives of children, adolescents and young women, this scheme is expected to bring about measurable improved outcomes for the education, health (especially infant and maternal mortality) and empowerment of the state's girls, their children and immeasurable benefits for larger society.

1.4 Purpose of the Implementation Guidelines

1. The document lays down the key provisions of Kanyashree Prakalpa, and provides a set of top-level guidelines to ensure that the Scheme is implemented consistently and efficiently throughout the state.

The provisions laid down in these Guidelines and elsewhere may be subject to change by the Government of West Bengal at any time.

2.1 Definitions

In this chapter of the Implementation Guidelines, unless the context otherwise requires, -

1. "Enrolled in an Institution of Education or Training" means
 - a. Enrolled in Classes VIII to XII in a school which is recognized by the government
 - b. Enrolled in Secondary and / or Higher Secondary Courses in an open school which is affiliated / accredited / recognized by the government
 - c. Enrolled in Classes VIII to XII in a Madrassah" which is affiliated / accredited / recognized by the government
 - d. Enrolled in a course in a Vocational Training Center or a Technical Training Institute which is affiliated / accredited / recognized by government
 - e. Enrolled a Sports training Institute which is affiliated / accredited / recognized by the government.
2. "Enrolled in an Institution of Higher Education" means enrolled in any form of education or learning after Class XII.
3. "J. J. Home" means any home that is registered under the Juvenile Justice (Care & Protection of Children) Act, 2000.

2.2 Aims and Objectives

1. Through conditional benefits, Kanyashree Prakalpa (hereinafter referred to as 'The Scheme') aims to reduce the prevalence of child marriage in West Bengal by increasing the enrollment of girls in secondary education or vocational / sports training, and simultaneously encouraging the delay of marriages of girls until they reach the age of 18. The specific objectives of the Scheme are to:
 - a. Incentivize through scholarships, the continuation of education of the girl child in Secondary and Higher Secondary classes, vocational training or sports training. To reduce drop outs, especially amongst girls from poor families, who are not covered by any other scholarship
 - b. Dis-incentivise child marriage of girls to ensure compliance with the legal provisions pertaining to the minimum age at marriage.

2.3 Scope of the Scheme

The Scheme will be applicable to the State of West Bengal only, and will be implemented in the entire state.

2.4 Scheme Benefits and Eligibility Criteria

2.4.1 Annual Scholarships

1. The Scheme assures an annual scholarship of Rs. 500/- to girls based on the following eligibility criteria:

Eligibility Criteria		Means of Verification
1. Age	Between 13 and 18 years of age	Copy of Birth Certificate issued by Municipal or Panchayat authorities and attested by the Appropriate Certifying Authorities OR Certificate of age Issued by the Head of Institution of Education or Training where the girl is enrolled
2. Marital Status	Unmarried	Declaration by applicant's parent / guardian and attested by the Appropriate Certifying Authorities
3. Education	Enrolled in classes VIII-XII in government recognised regular or equivalent open school or equivalent vocational/technical training course	Certificate of enrolment and attendance by Head of Institution of Education or Training
4. Family Income	Is less than or equal to Rs. 1,20,000/- per annum <i>Family income conditionality to be waived if one or more of the following is true:</i>	For Self-employed parents / guardians: A declaration by the parents / guardian stating definite income from all sources, attested by the Appropriate Certifying Authorities For Employed parents/guardians: copy of Income certificate furnished by employer, attested by the Appropriate Certifying Authorities
	a) girl is physically handicapped	For waiver in case the girl is physically handicapped: Copy of Certificate of Disability furnished by appropriate authority and attested by the Appropriate Certifying Authorities
	b) both parents are deceased	For waiver in case both parents of the girl are deceased: Declaration by guardian and attested by the Appropriate Certifying Authorities
	c) The applicant's daughter/woman is already a recipient of the scholarship, and is applying for a renewal of the benefit.	For waiver in case of renewal: Declaration by parent / guardian and attested by the Appropriate Certifying Authorities

2. Notes on eligibility criteria for Scholarship:

1. All girls age 13 but not yet turned 18 as on 1st October 2013
2. Applications to for scholarships are to be signed by an eligible candidate's parents or guardian.
3. A fresh application form along with proof of eligibility (subject to the waivers mentioned above) is to be made for each year of scholarship.

2.4.2 One-Time Grant

1. The Scheme assures a One-Time Grant of Rs. 25,000/- to girls based on the following eligibility criteria:

Eligibility Criteria		Means of Verification
1. Age	The girl has reached the age of 18	Copy of Birth Certificate issued by Municipal or Panchayat authorities and attested by the Appropriate Certifying Authorities OR Certificate of age issued by the Head of Institution of Education or Training or Institution of Higher Education where the girl is enrolled
2. Marital Status	The girl was unmarried on attaining the age of 18	Declaration by applicant and attested by the Appropriate Certifying Authorities
3. Occupation	Is enrolled in and regularly attending an Institution of Education or Training or a Institution of Higher Education Or Is an inmate in a J. J. Home	Certificate of enrolment and attendance by Head of Institution
4. Family Income	Is less than or equal to Rs. 1,20,000/- per annum Family income conditionally to be waived if one or more of the following is true: a) girl is physically handicapped b) both parents are deceased c) the applicant is an inmate in a J. J. Home	For Self-employed parents / guardians: A declaration by the parents / guardian stating definite income from all sources, attested by the Appropriate Certifying Authorities For Employed parents/guardians: Copy of Income certificate furnished by employer, attested by the Appropriate Certifying Authorities For waiver in case the girl is physically handicapped: Copy of Certificate of Disability furnished by appropriate authority and attested by the Appropriate Certifying Authorities For waiver in case both parents of the girl are deceased: Declaration by guardian and attested by the Appropriate Certifying Authorities For waiver in case the applicant is an inmate in a J.J. Home : Statement by Superintendent of the Home

2. Notes on one-time grant eligibility criteria

1. As the Scheme will commence from October 2013, only girls who turns 18 on or after 01 October 2013 will be considered as eligible to apply for the One-Time Grant.
2. Applications to for scholarships are to be signed by an eligible candidate.
3. Eligible applicants must apply for one-time grants after their 18th birthday and before they turn 19.

2.5 Special Notes on Eligibility Criteria and Means of Verification

2.5.1 Self-Declarations of Eligibility

1. Any undertakings or declarations given by the applicant / applicant's parent / guardian can be on ordinary paper countersigned by the appropriate certifying authority

2.5.2 Calculation of Family Income

1. So long as either of the parents is alive, only income of the parents will be taken into account and of no other family members even though they may be earning.
2. House Rent allowance received by the parents of a student shall be exempted from the computation of 'income' if the same has been permitted to be exempted for purpose of Income-Tax.

2.6 Appropriate Certifying Authorities

1. Undertakings or declarations made by the applicant or applicant's parents/guardians may be certified by any of the following:
 - a. Group A Officer of State Government or Government of India who is either posted in the area, or is a resident of the area of residence of the applicant
 - b. Member of Parliament, Member of Legislature of the area of residence of the applicant
 - c. Counsellor of ward of municipal areas, Gram Panchayat Pradhan of the area of residence of the applicant

2.7 Payment Mode

1. The Scholarship or One-Time grant will be paid to the beneficiaries by way of fund transfer through a bank account only.
2. Having a bank account in the applicant's name is not a pre-requisite at the time of applying for either of the Scheme's benefits. Once an application is approved, the applicant will be helped in opening and operating a bank account by the banking partner).
3. It is proposed that any Scheduled Bank as per the Second Schedule of Reserve bank of India Act may be the banking partner (to be decided by Department of Finance).

3.1 Management Structures

3.1.1 State, District, Block and Kolkata Municipal level Steering and Monitoring Committees

1. State, district, Kolkata municipality and block level Steering and Monitoring Committees shall be established to steward the Scheme in their respective areas. For the District of Darjeeling, there will be two District Steering and Monitoring Committees, one for Gorkhaland Territorial Authority and the other for non-GTA areas. (See Appendix 1 for composition of Steering and Monitoring Committees)
2. These committees shall, at their respective levels:
 - a. Review, monitor and advise on all matters relating to the implementation of the Scheme, including reviewing progress, and strengthening coordination and convergence between and within concerned departments.
 - b. Will consider the bottlenecks faced during the implementation of the Scheme and suggest modifications required for improving implementation.
 - c. Will meet periodically (quarterly at state level and monthly at district and block level) or earlier, if needed, at the discretion of the Chairperson of the Committee. If required, technical experts, NGOs or civil society groups may be invited to attend to meetings.

3.1.2 Project Management Units

1. The Scheme will be implemented by Project Management Units, with one unit at the State level, and one in each district in West Bengal. The District-level Project Management teams will function under the supervision of the State Project Management Unit.
2. **State Project Management Unit (SPMU)**
 - a. The SPMU will be established under the Department of Women Development and Social Welfare, and be headed by a State Project Manager (Kanyashree) assisted by a Deputy Project Manager (Kanyashree) and an Accounts officer recruited on deputation or contractual basis.

To manage the project at the state level, a Programme Management Consultant (a management agency) would be hired for the initial period of 1 year. Under the guidance of Secretary, Child Development and Women Development & Social Welfare, the agency would be responsible for overall management of the IT component (maintenance of the Web portal and MIS) as well as implementation of communication and capacity building strategy for the scheme. The agency would also support the SPMU in hiring implementing agencies.
 - b. They will be assisted by two accountants-cum-data managers employed on a contractual basis, and who must be proficient in common office applications, especially word processing, spreadsheets, presentation and accounting software.
 - c. All new appointments will be made for 3 years on probation basis.
 - d. The SPMU shall be responsible for:
 - i. Coordination and management of the scheme at state level
 - ii. Overseeing the performance of the DPMU
 - iii. Maintaining all records, MIS and reporting mechanisms at state level
 - iv. Periodic reporting to the State Steering Committee

- v. Members of State Project Management Unit will conduct a 5% sample verification of all sanctioned scholarship/One-time grant applications from all districts
3. It is proposed that the SPMU can be subsequently registered under West Bengal Societies Act to ensure resource mobilization from corporate donors under Social Corporate Responsibility and the contributors will be granted exemption under Section 80G of I.T. Act.

4. District Project Management Unit (DPMU)

- a. In all districts, with the exception of Kolkata, the DPMU shall be established under the office of the District Magistrate. In Kolkata, the DPMU will be established under the office of Commissioner, Social Welfare. For the district of Darjeeling, there will be two district project management units, one for GTA and the other for non GTA areas. The former will be establish under the office of Principal Secretary GTA and the latter under the office of District Magistrate, Darjeeling .
- b. There will be one Project Manager on deputation or contractual basis and one Accountant employed on a contractual basis for each such Project Management Unit, in addition to at least two accounts cum data managers on contractual basis. 324
- c. All new appointments will be made for 3 years on probation basis.
- d. The Project Management Units shall, in their district, be responsible for:
 - i. Coordination and management of the scheme in the district
 - ii. Maintaining all records, MIS and reporting mechanisms at district level
 - iii. Periodic reporting to the State Level Project Management Units and to the District level steering committees

3.1.3 Partner Bank

1. A partner bank will be selected to manage the funds of the Scheme. The bank may be any Scheduled Bank as per the Second Schedule of Reserve bank of India Act, and will be responsible for managing the funds of the scheme, including disbursements to beneficiaries, maintaining the financial accounting systems, FMIS of the Scheme and regularly submit the statements and reporting on a regular basis to DPMU and SPMU.
2. The bank will also assist beneficiaries in opening / operating bank accounts to receive their entitlements.
3. The implementation will be through lead bank system at state, district and block level.

3.2 Fund management

1. The funds for the Scheme will be met from the Budget provision for the Department of Women Development and Social Welfare.
2. 3% of fund budgeted for the Scheme will be reserved for Project Management and Publicity costs. Of this, one-third will be allocated at the State Project Management Unit level, and the balance two-thirds will be allocated at the district level.
3. The budget provision for scholarships will be made on the basis of expected number of beneficiaries between the ages of 13 and 18 and enrolled in Institutions of Education or Training as defined in Chapter 2 of this document
4. The budget provision for one-time grant will be made on the basis of expected number of beneficiaries who have turned 18 and are enrolled in Institutions of Education or Training, Institutions of Higher Education or J. J. Homes defined in Chapter 2 of this document

3.3 Interdepartmental convergence

The implementation of the Scheme requires coordination close convergence with the following departments:

Department	Convergence
a. Department of Women Development and Social Welfare	Nodal department for management and implementation of Scheme
b. Department of School Education	To promote the Scheme and distribute application forms through its offices and through schools, jointly developing IEC materials and strategy and using own IEC funds
c. Department of Panchayat and Rural Development	To promote the Scheme and distribute application forms through its offices and MSKS
d. Department of Municipal Affairs	To promote the Scheme and distribute application forms through its offices
e. Department of Technical Education and Training	To promote the Scheme and distribute application forms through its offices
f. Department of Health and family Welfare	To promote the Scheme and distribute application forms through its offices, jointly developing IEC materials and strategy and using own IEC funds
g. Department of Information and Cultural Affairs	To ensure publicity through mass media and campaigns
h. Department of Finance	To provide financial governance guidance and support, ensure bank accounts for minor girls under the guardianship of mothers/female guardians
i. State and District Banks	To facilitate opening of co-trill accounts with zero balance for minor girls between the ages of 13 and 19 who want to apply for the schemes benefits
j. Administrative Training Institutes	To ensure that the training curriculum includes training on the Scheme
k. Department of Information Technology	To develop a common portal of all data on scholarships and to support SMS based mechanism for grievance redressal
l. Departments of Backward Classes Welfare, Panchayat & Rural development, Minority Welfare and Mass Education	To create a common online scholarship hub and sharing information on enrollment and number of beneficiaries receiving scholarships/financial assistance under any central/state government scheme
m. Department of Non-Governmental Organizations	To share information about recognized/affiliated NGOs/organisations

3.4 Grievance Mechanisms

1. Women's Grievance Cell operating under the Department of Women Development & Social Welfare at District-level will also serve as grievance cell for Kanyashree Prakalpa.
2. A helpline will be set up for the scheme under the cell.

4.1 Publicity of the Scheme & Identification of Beneficiaries

1. Publicity of the Scheme will be arranged by the Department of Information & Culture through various mass-media like print and electronic media, street plays, folk theatre and others.
2. *Fund* Publicity will also be done by harnessing platforms of existing self help groups through inter-personal communication. The AWW, ANM, ASHA workers and school teachers will also publicize the Scheme through their daily work.
3. Publicity of the scheme may also be linked to any government-recognized child marriage prevention interventions in the state. In addition, local bodies (Panchayats and Municipalities) will conduct targeted interventions to identify and enroll eligible beneficiaries in their respective areas.

4.2 Capacity Building of concerned officials and functionaries

1. The Administrative Training Institutes and State Institute of Panchayat & Rural Development will include the scheme in their training curriculum.
2. *Tag. by xform, school to them.* In addition, the information regarding the scheme and its implementation will be made a part of regular training programmes of ASHAs and ANMs (under NRHM), AWWs (under ICDS) and teachers (under SSA).

4.3 Availability of applications forms

- a. Application forms for the Scheme and forms for opening up of the bank accounts will be available free-of-cost primarily at the secondary/higher secondary schools to avoid misuse. However they will also be available online in a downloadable format and from following institutions on demand:
- b. *Fund for printing of forms supply to them.* Local government offices, - gram panchayat, municipalities and borough offices, head office of KMC
- c. Offices of Commissioner of Social Welfare and District Social Welfare Officer
- d. Sub-divisional Offices
- e. Block Development Offices
- f. Office of Block Medical Officer of Health /Primary Health Centers
- g. With ANMs/AWCs/ASHAs

4.4 Submission of applications

1. All Institutions of Education and Training defined under Chapter 2 of this document in any area will be deemed as Application Offices.
2. In addition: the following offices will also receive completed applications along with documents certifying eligibility:

Residents of:	Application Offices
i. Rural areas covered under the Panchayat Raj Act, 1953	Block Development Offices/ Office of District Social Welfare Officer
ii. <i>✓</i> Urban areas / notified areas covered under the West Bengal Municipal Act, 1993	Municipality/Sub-divisional Offices/ Office of District Social Welfare officer
iii. Urban areas covered under the Kolkata Municipal Corporation Act, 1985	Borough Offices and head office of Kolkata Municipal Corporation/ Office of Commissioner, Social Welfare

*Implementation guideline :-
Criteria to be observed before issuance of forms*

Medical Officer may also contribute by each cell - DDO. ↑ Fund

3. Submission of applications for the Scholarship benefit and the one-time grant are open through the year. Provisions will be made for filling up applications online also. The hard copy of the digitalized form may be submitted along with documents certifying eligibility to any one of the following Application Offices:

4.5 Scrutiny and Verification of applications

1. The schools and all other Application Offices mentioned above will forward all applications to offices of BDOs (rural areas), SDOs (urban/municipal areas) and Commissioner, Social Welfare (Kolkata Municipal Corporation).
2. Each scrutiny office at block and sub-division level will be supported by two data assistants recruited on contractual basis. The recruitment will be for 3 years on probation basis.
3. The offices of BDOs (rural areas), SDOs (urban/municipal areas) and Director, Social Welfare (Kolkata) will each appoint an officer to undertake scrutiny of the applications. The officers will carry out scrutiny of documents and will recommend for approval or reject application based on eligibility criteria within one month of receiving the applications.
4. List of recommended and rejected applications with comments will be forwarded to Sanctioning Officer ??
5. Random physical verification may be under taken by District Programme Officer-ICDS, CDPOs or any other officer appointed by the District Magistrate, Principal Secretary GTA or Director Social Welfare, Government of West Bengal.

4.6 Sanctioning of applications

1. The following officials will be designated Sanctioning Officers:
 - a. In all districts barring Kolkata, the District Magistrate will be the Sanctioning Officer;
 - b. In Kolkata, the Commissioner, Social Welfare Department shall be the Sanctioning Officer.
 - c. For GTA, the Principal Secretary, GTA will be the sanctioning officer.
2. The above-mentioned Sanctioning Officers may authorize any other competent Officer to discharge the function of Sanctioning Officer of the Scheme in their respective districts.
3. Within one month of receiving the scrutinised applications, the Sanctioning Officer issue sanctions orders that authorize the partner bank to transfer the sanctioned amount to the bank account of the approved beneficiaries. The partner bank shall perform the necessary fund transfers to beneficiaries within a week of receiving the sanction orders.

4.7 Informing beneficiaries / rejected applicants

1. A list of sanctioned and rejected applications will be displayed up at Anganwari Centers, schools, institutions, Panchayats, Offices of BDO, SDO, Municipality, Borough Offices, KMC head office, Commissioner, Social Welfare and will also be available online in a downloadable format.

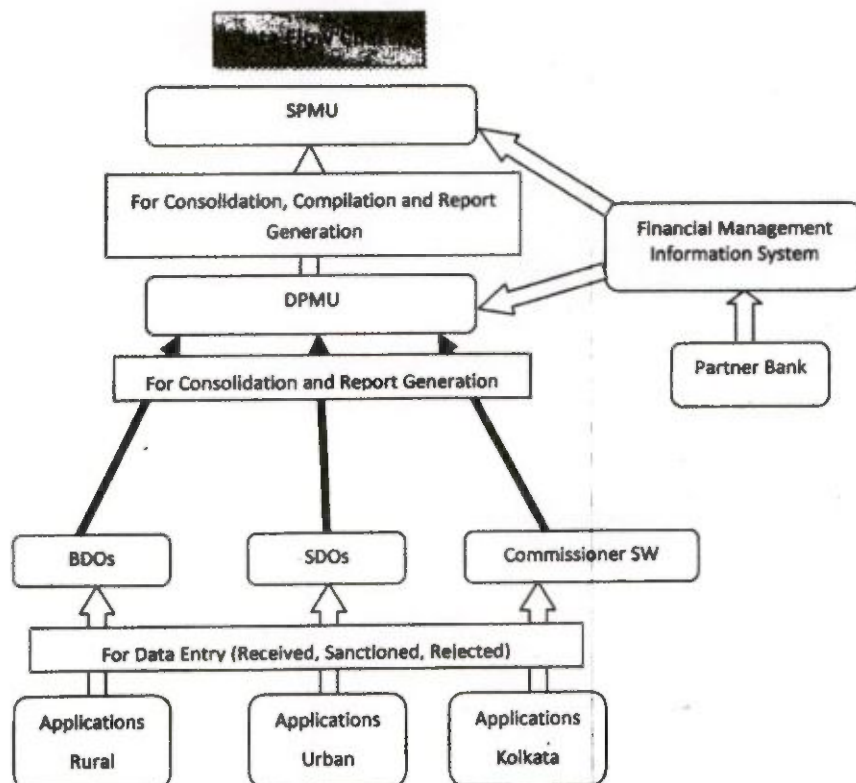
4.8 Applications for Renewal of Scholarships

The procedures for applications of renewal scholarships will be the same as for new applications; barring submission of income certificate. All other certifications for eligibility will have to be provided by the applicant and scrutinized and verified as directed above.

from SDO
How the work will
reach to hq?

5.1 Overview

1. All registers and other record-keeping formats will be maintained electronically, and be designed to ensure that key monitoring indicators of scheme coverage, financial disbursements and management / implementation performance can be easily elicited on a regular basis.
2. All primary data entry (of applications received, sanctioned and rejected) will be undertaken at the level of BDOs (Rural Areas), SDOs (Urban Areas) and Director, Social Welfare (Kolkata). The data from rural and urban areas will be compiled at district level by the data manager at DPMU. Subsequently, all districts data will be consolidated and compiled at SPMU.
3. All sanctioned and rejected application forms will be retained for sample verifications in offices of BDOs (rural areas), SDOs (urban areas) and Director, Social Welfare (Kolkata) for at least one financial year.
4. The Partner Bank will maintain account of all financial statements and FMIS.



5.2 Registers

1. Offices of BDOs, SDOs and Commissioner, Social Welfare will maintain a registers of applications received, scrutinised, approved or rejected
2. Each office of Sanctioning Officer will maintain a registers of received, verified and approved or rejected applications
3. Periodically, each DPMU will collate the registers of application offices and Sanctioning Offices into a district-wise register of applicants/beneficiaries.

4. Periodically, the SPMU will collate the registers of each DPMU into a state-wise register of applicants/beneficiaries.
5. The partner bank will maintain registers of sanctioned applications and disbursements made.

5.3 Reporting and Monitoring

1. The partner bank will provide monthly statements of disbursements under the scheme and consolidated reports from financial MIS to the DPMU and SPMU
2. Each DPMU will provide a monthly statements relating to Scheme coverage, expenditure and other administrative matters to the District Steering and Monitoring Committees and to the SPMU.
3. The DPMU and SPMUs will periodically prepare monitoring reports on key performance indicators.
4. The SPMU will collate all monthly statements and reports from all sources into a comprehensive statement for the State Steering and Monitoring Committees.
5. Continuous Concurrent Evaluation of the scheme is proposed by involvement of external independent agencies to ensure that the desired outcomes are being achieved.

5.4 State Level Steering & Monitoring Committee

Chief Secretary, Government of West Bengal	Member
Secretary, Department of School Education	Member
Secretary, Department Panchayat and Rural Development	Member
Secretary, Department of Minority Affairs and Madrasah Education	Member
Secretary, Department of Mass Education	Member
Secretary, Department of Finance	Member
Secretary, Department of Technical Education & Training	Member
Secretary, Department of Information & Cultural Affairs	Member
Secretary, Department of Backward Class Welfare	Member
Chief of Field Office, Unicef Office for West Bengal	Member
Representatives of prominent Non-government organisations to be decided by State Government	Member

5.5 Kolkata District Steering & Monitoring Committee

Commissioner, Social Welfare	Convener, Member
Commissioner for the Persons with Disabilities	Member
Commissioner of School Education	Member
District Inspector of Schools (Secondary)	Member
Nodal Officer (Asst Director) Minority Affairs	Member
Representatives of prominent Non-government organisations to be decided by State Government	Member

5.6 District Steering & Monitoring Committee (apart from Kolkata) including non-GTA Darjeeling

District Social Welfare Officer	Convener, Member
All Sub-Divisional Officers	Member
District Project Officer, Sarva Shiksha Mission	Member
	Member
District Officer for Minority Welfares or Officer in-charge of Minority Affairs	Member
	Member
District Panchayat and Rural Development Officer	Member
	Member
Chairperson, Municipality	Member
	Member
Representatives of prominent Non-government organisations (to be decided by State Government)	Members

5.7 Gorkhaland Territorial Authority (GTA) Steering & Monitoring Committee

Principal Secretary, GTA	Chairperson
	Convener, Member
All Sub-Divisional Officers	Member
District Project Officer, Sarva Shiksha Mission	Member
District Inspector of Schools (Secondary)	Member
District Panchayat and Rural Development Officer	Member
	Member
Chairperson, Municipality	Member
	Member
Representatives of prominent Non-government organisations (to be decided by State Government)	Members

5.8 Block Steering & Monitoring Committee

Block Development Officer	Chairperson
Block Welfare Officer	Convener Member
Sub-Inspector of School	Member
Block Medical Officer of Health	Member
CDPO (ICDS)	Member
Headmaster of Schools / Headmistress of Schools	Member

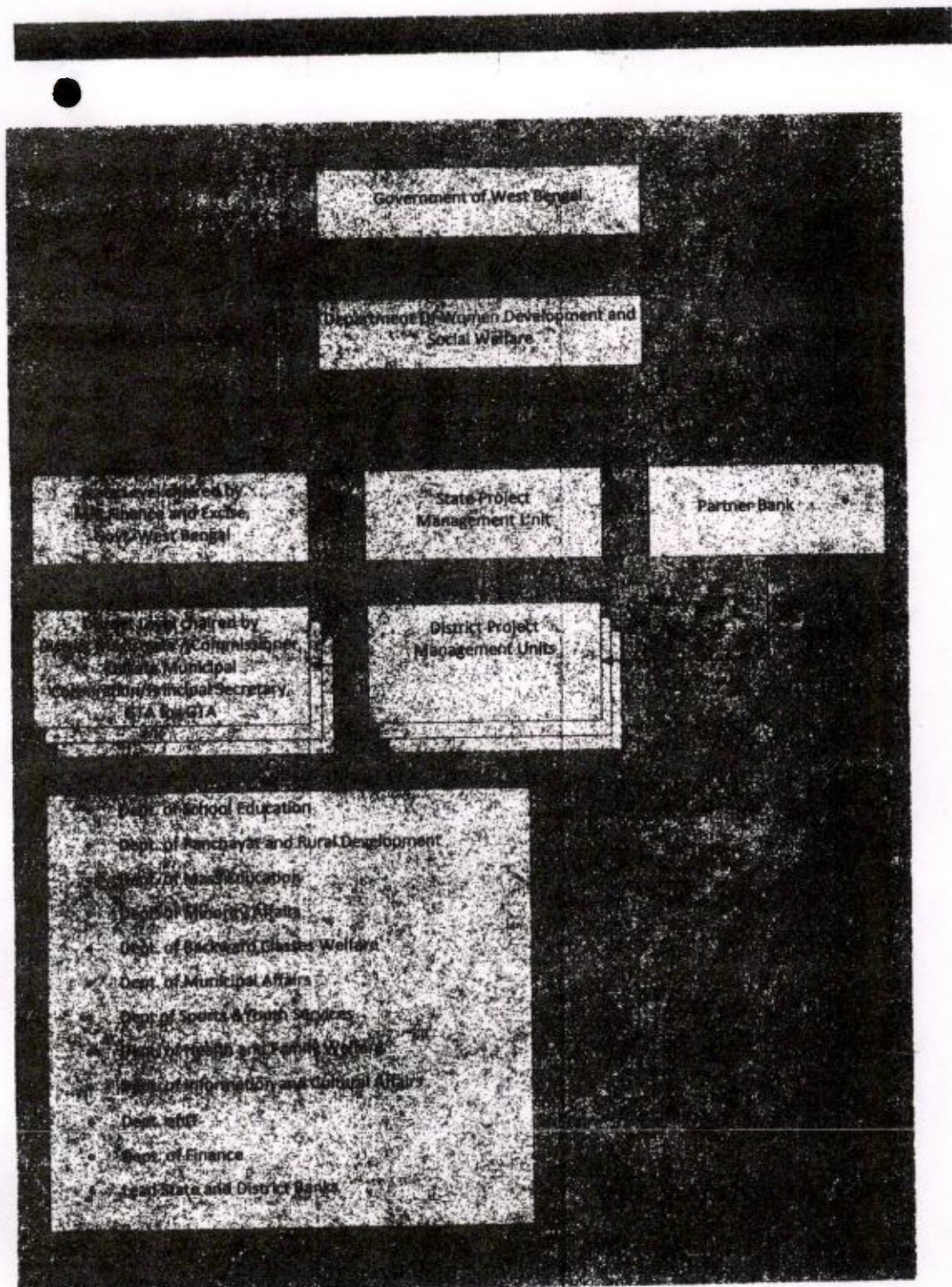


FIGURE 1: KANYASHREE MANAGEMENT STRUCTURES

Appendix 3: Application Process Flow

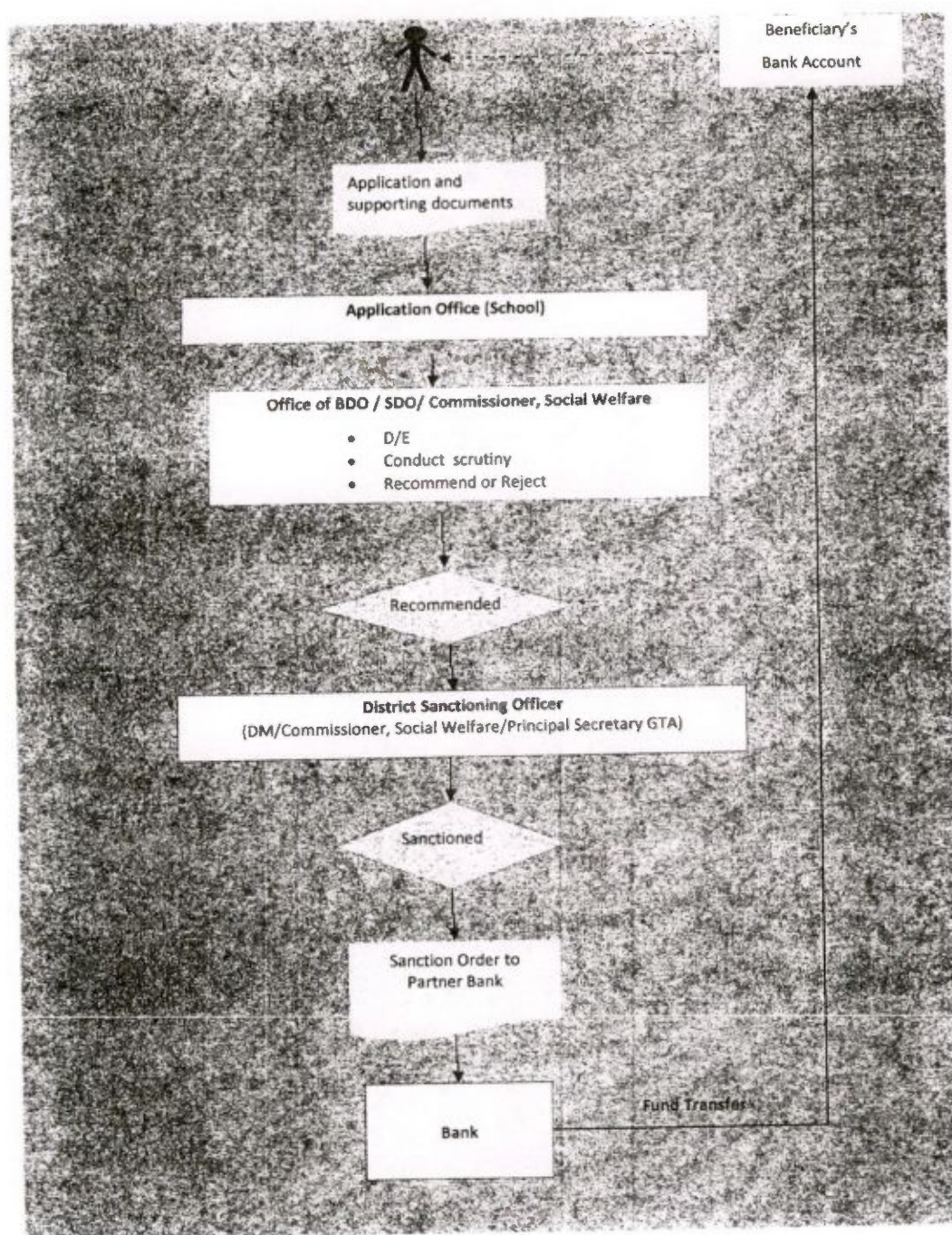


FIGURE 2: KANYASHREE APPLICATION PROCESS FLOW

Kanyashree Prakalpa

Scheme Benefit & Eligibility Criteria :

Annual Scholarship :

@ Rs. 500/- to girls (13 years but not yet turned 18 years of age as on 01.10.2013, unmarried, enrolled in class VIII to XII in Government recognized regular or equivalent school or equivalent vocational / technical training course having family income less than or equal to Rs. 1,20,000/- p.a.)

One time grant :

@ Rs. 25,000/- to girls who turns 18 on or after 01.10.2013 and other criteria as mentioned above.

Implementation of the Prakalpa :

Sl. No.	Particulars	Remarks
1.	<p>Publicity of the Prakalpa and identification of beneficiaries :</p> <p>In addition to Department of Information & Culture, Publicity will also be done through inter personnel communication for which AWW / ANM / ASHA and School Teacher be involved.</p> <p>ULBs will conduct targeted intervention to identify & enroll eligible beneficiaries.</p>	<p>Source of funding ?</p>
2.	<p>Capacity building of concerned officials & functionaries :</p> <p>ATI and State Institutes of P & RD will include the Prakalpa in their training curriculum.</p> <p>In addition, regular training Programme of ASHA / ANM / AWW and / Teachers will be held.</p>	<p>Training will be imparted by whom and where ?</p> <p>Source of funding for training ?</p>
3.	<p>Availability of Application Form (for the Scheme and for opening of Bank A/C) :</p> <p>Will be available free of cost at Secondary / Higher Secondary Schools or online or Municipality or office of Commissioner of Social Welfare and District Social Welfare Officer or SDO Office or BMOH Office or PHC or ANM or AWC or ASHA</p>	<p>In case of applicants who not yet appeared for Madhyamik may produce latest mark sheet and admit card may be produced by the applicant in case of applicant appearing for or appeared at Madhyamik as document for issuance of application form. The document may be marked with rubber stamp on issuance of form.</p> <p>Who will take initiative for printing of such forms and supply to the outlet specifically Municipality ?</p> <p>Whether Xerox form will be entertained.</p>

Form may be printed centrally by Dept. of Social Welfare and District Social Welfare Officer. Contd. to P-2.

①. Printing of Form & supply X

②. DBO. -

③. Tsg. :-

④. Cost. \rightarrow for @ 1000 / 1000 / 1000

⑤. Comp. subliming.

Sl. No.	Particulars	Remarks
4.	<p>Application & supporting documents :</p> <p>To be submitted by the applicants to application offices i.e. (i) all institution of education & training, or (ii) Municipality, or (iii) SDO Offices, or (iv) office of the District Social Welfare.</p> <p>Supporting Documents :</p> <p>(i) Self declaration of eligibility by the applicant / application's parents / Guardian on ordinary paper counter signed by the appropriate certifying authority, (ii) certificate of income of parents, (iii) unmarried certificate, (iv) age certificate, (v) physically challenged certificate (wherever applicable), (vi) parents' deceased certificate (wherever applicable).</p>	<p>Whether the application form along with documents to be checked by the ULB ?</p>
5.	<p>Scrutiny & verification of applications by SDO in case of ULBs :</p> <p>Schools and all other applications offices mentioned above will forward all applications to the office of SDO (for Municipal areas) and Commissioner, Social Welfare for KMC</p> <p>List of recommended & rejected applications with comments will be forwarded to Sanctioning Officer.</p>	<p>List of applications may be prepared by the ULB for submission to office of SDO at a fixed date & time. For the purpose, a Nodal person/s may be identified by the ULB who will receive & issue application forms, maintain stock register, receive filled- in application forms along with documents, prepare list of application forms and send to office of SDO.</p> <p>An exclusive Data Entry Operator may be required to assist Nodal person.</p>
6.	<p>Sanctioning of applications :</p> <p>In case of ULBs (excepting KMC), DM; in case of KMC, Commissioner, Social Welfare Department; and for GTA, Principal Secretary, GTA will be the Sanctioning Officer.</p> <p>Within one month of receiving the scrutinized application, the Sanctioning Officer issue sanction order to the authorise partner bank to transfer the sanction amount to the Bank A/C of approved beneficiaries.</p>	
7.	<p>Informing beneficiaries / rejected applicants :</p> <p>A list of sanctioned & rejected applications will be displayed at all the offices from where applications forms are made available.</p>	<p>How the said list from office of SDO will reach to ULB ?</p>

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF MUNICIPAL AFFAIRS
WRITERS' BUILDINGS, KOLKATA-700 001



No. 861(127)/MA/C-10/3S-24/2013

Dated : Kolkata, the 4th day of September, 2013

To : 1. The Mayor

..... Municipal Corporation
P.O. District

2. The Chairman / Chairperson

..... Municipality
P.O. District

Sub : Kanyashree Prakalpa, 2013 – regarding.

Sir,

You are aware that State Government in the Women Development and Social Welfare Department is going to introduce "Kanyashree Prakalpa, 2013", a state funded project designed to improve the status and well being of the girl children in West Bengal. In this connection, a copy of the "Implementation Guidelines" of the said programme is enclosed for your kind perusal.

You are therefore requested to extend all necessary co-operation for effective implementation of this programme.

In this connection, this is to further mention that Shri M. N. Pradhan, IAS, Director, State Urban Development Agency and Ex-Officio Joint Secretary, Municipal Affairs Department will act as Nodal Officer on behalf of Municipal Affairs Department for this programme.

Enclo : As stated.

Yours faithfully,
Sd/-

Secretary

No. 861/1(5)/MA/C-10/3S-24/2013

Dated : Kolkata, the 4th day of September, 2013

Copy forwarded to :

1. Secretary, Department of Women Development & Social Welfare.
2. OSD to the Chief Secretary to the Government of West Bengal.
- ✓ 3. Director, State Urban Development Agency.
4. P. S. to MIC, Municipal Affairs & Urban Development Departments.
5. P.A. to Joint Secretary (BCP) of this Department.


Joint Secretary

B. P. Gopalika, IAS
Secretary



MUNICIPAL AFFAIRS DEPARTMENT
GOVERNMENT OF WEST BENGAL
WRITERS BUILDING, KOLKATA - 700 001
Phone : (033) 2214 3678
Fax : (033) 2214 3632

4563-50/13
13.09.13

No. 861(127)/MA/C-10/35-24/2013

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Encl : As stated.

Yours faithfully,

ml
4/9/13
Secretary

Dir SUDA



B. P. Gopalika, IAS
Secretary

No. 262(223)/MA/C-10(32-24)/2013

Dated : Kolkata, the 4th day of September, 2013

To : 1. The Mayor
Municipal Corporation
P.O. _____
District _____
2. The Chairman / Chairperson
Municipality
P.O. _____
District _____
Sub : Kanyashree Pradhan, 2013 - regarding

You are aware that State Government in the Welfare Development and Social Welfare Department is going to introduce "Kanyashree Pradhan, 2013", a state funded project designed to improve the status and well being of the girl children in West Bengal. In this connection a copy of the "Implementation Guidelines" of the said programme is enclosed for your kind perusal.

You are requested to extend all necessary co-operation for effective implementation of this programme.

In this connection, this is to further mention that Shri M. N. Pradhan, IAS, Director, State Urban Development Agency and ex-Officio Joint Secretary, Municipal Affairs Department will act as Nodal Officer on behalf of Municipal Affairs Department for this programme.

Encls. As stated.

Yours faithfully,
[Signature]
Secretary

4012



সুধী,

বিগত দিনগুলিতে পশ্চিমবঙ্গে উন্নয়নের সঠিক কোনো অভিমুখ ছিল না। সামাজিক সুরক্ষা ও সামাজিক উন্নয়নের বিভিন্ন সূচকের সঠিক বিশ্লেষণ কখনও হয়নি। তার ফলে সার্বিক উন্নয়নে ঘাটতি থেকে গেছে। আগের সরকারের সুনির্দিষ্ট ও নিজস্ব প্রকল্প ছিল না বললেই চলে। উন্নয়ন সূচকের মাপকাঠিতে রাজ্যকে এগিয়ে নিয়ে যাওয়ার উদ্দেশ্যে এখনই বিশেষ কিছু উদ্যোগ নেওয়া প্রয়োজন।

মেয়েরা লেখা পড়া শিখে নিজের পায়ে না দাঁড়ালে, সামনের দিকে এগিয়ে না আসলে রাজ্যের সার্বিক উন্নয়ন হতে পারে না। নারী শিক্ষার প্রসার ঘটানো ও নারীর ক্ষমতায়ন আমাদের সরকারের অন্যতম প্রধান উদ্দেশ্য। মেয়েদের এগিয়ে নিয়ে যাওয়া আমাদের লক্ষ্য।

আপনারা জানেন পশ্চিমবঙ্গ আর্থিক দিক দিয়ে সচ্ছল নয়। পূর্ববর্তী সরকারের লাগামহীন, দিশাহীন আর্থিক নীতির কুফল আমরা এখনও ভোগ করছি। তা সত্ত্বেও আমাদের সামাজিক দায়বদ্ধতার কথা ভেবে মেয়েদের সম্মান বাড়াতে, তাদের জীবনযাত্রার মানের উন্নতি ঘটাতে, মেয়েদের বিদ্যালয়/মাদ্রাসা/ভোকেশনাল শিক্ষা কেন্দ্রে যাওয়াকে উৎসাহ দিতে ও তাদের উচ্চশিক্ষায় অনুপ্রাণিত করতে, পশ্চিমবঙ্গ সরকার 'কন্যাশ্রী' প্রকল্প রূপায়ন করার উদ্যোগ গ্রহণ করেছে।

আমাদের সীমিত সামর্থ্য সত্ত্বেও বার্ষিক ১ লাখ ২০ হাজার টাকার কম আয়যুক্ত প্রতিটি পরিবারের ১৩ থেকে ১৮ বছর বয়সী স্কুল ছাত্রীদের কন্যাশ্রী প্রকল্পে বার্ষিক ৫০০ টাকা করে বৃত্তি দেওয়ার সিদ্ধান্ত আমরা নিয়েছি। আঠেরো বছর বয়স হয়ে যাওয়ার পর মেয়েরা লেখা পড়ার সঙ্গে যুক্ত থাকলে, তাদের এককালীন ২৫,০০০ টাকা অনুদান দেওয়া হবে। এ বিষয়ে বিস্তৃত তথ্য নিকটবর্তী মাধ্যমিক/উচ্চমাধ্যমিক স্কুল/মাদ্রাসা/ভোকেশনাল শিক্ষা কেন্দ্র, বিডিও/এসডিও অফিস থেকে জানা যাবে।

আমি আশা করব বাংলার ঘরে ঘরে প্রতিটি মেয়েই 'কন্যাশ্রী' হয়ে উঠবে। নারী উন্নয়ন ও অগ্রগতির ক্ষেত্রে পশ্চিমবঙ্গ সারা দেশকে পথ দেখাবে।

মেয়েরা আমাদের ঘরের 'সম্পদ'
ভবিষ্যতের - অনন্যা
ওদের নিজ পায়ে দাঁড়াতে দিন
"কন্যাশ্রী" ওদের প্রেরণা

শুভেচ্ছান্তে,

(মমতা ব্যানার্জী)

Government of West Bengal
Department of Women Development and Social Welfare
Application Form for "Kanyashree Prakalpa"
[For Annual Scholarship only & to be used at Schools]
[To be filled up in English Block letters only]

Attested
Photograph

1. স্কুল / প্রতিষ্ঠানের নাম :
School / Institute Name* :
2. ডিসে কোড / সমতুল্য কোড
DISE Code/Equivalent Code
(not for open school)
3. প্রতিষ্ঠানের ধরণ
Type of Institute : ☐ সাধারণ বিদ্যালয় ☐ উন্মুক্ত বিদ্যালয় ☐ মাদ্রাসা ☐ বৃত্তিমূলক/প্রশিক্ষণ কেন্দ্র
Formal School Open School Madrasah Vocational / Training Institute
4. প্রতিষ্ঠানের ঠিকানা :
Address of Institute* :
নং :

No. :

রাস্তা/পথ

Road/Street :

ডাকঘর :

Post Office :

থানা :

PS :

ব্লক/পৌরসভা

Block/Municipality

জেলা :

District :

পিন কোড :

Pin :
5. নথিভুক্তিকরণ :
Affiliated To* :

Child Basic Details শিশুর মৌলিক বিবরণ :

6. আবেদনকারীর নাম :
Applicant's Name*
7. জন্ম তারিখ (দিন/মাস/বছর)
DOB(DD/MM/YYYY)*
8. পিতার নাম :
Father's Name*
9. মাতার নাম :
Mother's Name*
10. অভিভাবকের নাম : (মহিলা)
Guardian's Name (Female) :
11. অভিভাবকের সঙ্গে সম্পর্ক :
Relationship with Guardian :

12. শিশুর আবেদন পত্রের পরিচিতি
Child Application Id [20 digits]

[To be generated while entering the data in e-portal, i.e., www.wbkanyashree.gov.in]

13. বৈবাহিক অবস্থান : অবিবাহিত
Marital Status : UN-MARRIED
14. শারীরিক প্রতিবন্ধী : ☐ হ্যাঁ ☐ না যদি থাকে, প্রতিবন্ধকতার শতাংশ :

 %
Differently Abled : Yes No (প্রতিবন্ধী শংসাপত্র অনুযায়ী)
15. শ্রেণী : if yes, Percentage of Disability : (as per disability certificate)
Category : ☐ সাধারণ ☐ তপশিলী জাতি ☐ তপশিলী উপজাতি ☐ অন্যান্য অনগ্রসর শ্রেণী ☐ সংখ্যালঘু
General SC ST OBC Minority

16. পিতা-মাতা উভয়েই মৃত : ☐ হ্যাঁ ☐ না
Both Father & Mother Deceased*: Yes No
17. আধার কার্ড : ☐ হ্যাঁ ☐ না
Aadhar Card : Yes No
- আধার কার্ডের নম্বর (যদি থাকে) :
Aadhar Number (if Yes) :
18. পরিবারের মোট বার্ষিক আয় :
Gross Annual Family Income : Rs.

Contact Details : যোগাযোগের বিশদ বিবরণ :

19. বর্তমান ঠিকানা*
Present Address:
গৃহের নং :
House No. :
রাস্তা/পথ :
Road/Street :
ডাকঘর :
Post Office :
থানা :
PS :
ব্লক/পৌরসভা :
Block/Municipality :
জেলা :
District :
পিন কোড :
Pin :
20. স্থায়ী ঠিকানা :
Permanent Address : [☐ Same as Present Address] [বর্তমান ও স্থায়ী ঠিকানা একই]
গৃহের নং :
House No. :
রাস্তা/পথ :
Road/Street :
ডাকঘর :
Post Office :
থানা :
PS :
ব্লক/পৌরসভা :
Block/Municipality :
জেলা :
District :
পিন কোড :
Pin :
21. দূরভাষ/মোবাইল নং :
Phone/Mobile Number* :

Bank Details ব্যাংকের বিশদ বিবরণ

22. ব্যাংকের নাম :
Bank Name :
23. শাখার নাম :
Branch Name :
24. শাখার ঠিকানা :
Branch Address :
25. একাউন্ট নম্বর :
A/C Number :
26. আই.এফ.এস.সি. কোড :
IFSC Code :

Supporting Documents Enclosed বক্তব্যের সমর্থনে প্রমাণপত্র সংযোজিত হল

27. নথি সংযোজিত হল [যেটি প্রযোজ্য]
Enclosed Documents [Check whichever Applicable] :
- ☐ অবিবাহিত শংসাপত্র ☐ পারিবারিক আয়ের শংসাপত্র ☐ শারীরিক প্রতিবন্ধকতার শংসাপত্র
Unmarried Certificate Family Income Certificate Physically Challenged Certificate
- ☐ পিতা-মাতার মৃত্যুর শংসাপত্র ☐ বয়সের শংসাপত্র
Parents' Deceased Certificate Age Certificate

Declaration ঘোষণা

A. Candidate's Declaration

আমি ঘোষণা করছি যে এই আবেদনপত্রে বর্ণিত প্রার্থী আমি এবং উপরে উল্লিখিত বর্ণনাগুলি সত্য।

I declare that I am the candidate mentioned in this application and the statements made above are true.

তারিখ

প্রার্থীর স্বাক্ষর

Date : ____/____/____

Candidate's Signature

B. Parent's / Legal Guardian's Declaration পিতা মাতা ও আইনি অভিভাবকের ঘোষণা

আমি ঘোষণা করছি যে আমি এই আবেদনপত্রে বর্ণিত প্রার্থীর পিতা/মাতা/আইনি অভিভাবক। এই বৃত্তি পাবার জন্য আমি তার পক্ষে আবেদন করছি।

I declare that I am the father/mother/legal guardian of the candidate mentioned in this application and apply for this scholarship on her behalf.

আমি আরও ঘোষণা করছি যে সে অবিবাহিত এবং আমার বার্ষিক পারিবারিক আয় ১,২০,০০০ টাকা বা তার কম।

I also declare that she is un-married and my gross family income is Rs. 1,20,000/- or less per annum.

তারিখ

Date : ____/____/____

পিতা/মাতা/আইনি অভিভাবকের স্বাক্ষর / বাম হাতের বৃদ্ধাঙ্গুলের ছাপ
Signature/left thumb impression of parent/legal guardian

C. Certification by Head of Institution প্রতিষ্ঠানের প্রধানের শংসাপত্র

আমি, প্রতিষ্ঠানের প্রধান, এতদ্বারা ঘোষণা করছি যে,

পিতা _____ এই স্কুলের ছাত্রী।

বিদ্যালয়ের নথি অনুযায়ী প্রার্থীর জন্মের তারিখ ____/____/____ এবং সে প্রতিদিন _____ শ্রেণীতে/কোর্সে উপস্থিত থাকে।

I, HOI hereby certify that

Daughter/Ward of

_____ is a student of this Institution.

As per School record, her DOB is ____/____/____ and she is regularly attending in Class/Course

আমি এতদ্বারা ঘোষণা করছি যে _____ এর পিতামাতা উভয়েই মৃত এবং তার সমর্থনে প্রমাণপত্র দাখিল করা হল।

I hereby declare that the parents of _____ are deceased and supporting documents have been given.

তারিখ

Date : ____/____/____

অফিসের শীল সহ প্রতিষ্ঠানের প্রধানের স্বাক্ষর

Signature of Head of the Institution with Office seal

D. Certification of Appropriate Certifying Authority উপযুক্ত কর্তৃপক্ষের শংসাপত্র

আমি এতদ্বারা শংসাপত্র দিচ্ছি যে

পিতা _____ বাস করে _____

I, hereby certify that _____ daughter/ward of _____ residing at _____

☐ প্রার্থী অবিবাহিত

The candidate is Un-married

তার পিতা-মাতা উভয়েই মৃত

☐ হ্যাঁ

☐ না

Both of her parents are deceased :

yes

No

☐ তার পিতা-মাতার/অভিভাবকের মোট বার্ষিক আয় ১,২০,০০০ টাকা বা তার কম

The gross annual income of her parents / guardians is less than or equal to Rs. 1,20,000/-.

শংসাপত্র অনুযায়ী প্রার্থী ৪০% এর বেশী শারীরিক প্রতিবন্ধী। ☐ হ্যাঁ ☐ না

The Candidate is more than 40% physically disabled as per Certificate.

তারিখ

Date : ____/____/____

অফিসের শীলসহ যথাযথ শংসাপ্রদানকারী কর্তৃপক্ষের স্বাক্ষর

পুরো নাম

পদ

Signature of Appropriate Certifying Authority with Official Seal

Full Name :

Designation :

Acknowledgement Received দরখাস্ত গৃহীত হল

Serial No. :

প্রার্থীর নাম _____ পিতা _____ বাস করে _____

Candidate's name _____ daughter/ward of _____ residing at _____

System Generated Child applicant Id :

[To be taken afterwards from School after entering the data in e-portal.]

Data entered into web portal by _____ on _____/_____/_____
 Data verified by _____ on _____/_____/_____
 Case sanctioned by _____ on _____/_____/_____

সাধারণ নির্দেশাবলী / General Instructions :

- শিথিত ক্ষেত্রগুলি আবশ্যিক এবং অবশ্যই পূরণ করতে হবে। (Marked fields are mandatory & must be filled).
- প্রত্যেকটি ক্ষেত্র ইংরাজীর বড় হরফে পূরণ করতে হবে। (All fields are to be filled up in English Block letters).
- প্রত্যেকটি বাক্সে একটি অক্ষর/সংখ্যা লিখতে হবে। (Put one (1) character /letter/number in each box).
- প্রতি নাম ও পদবীর মধ্যে একটি বাক্স ফাঁকা রাখতে হবে। (One box should be left between first name & middle name and middle name & last name).
- প্রতিষ্ঠানের / স্কুলের প্রধান কে DISE /সমতুল্য কোড দিতে হবে। (DISE/Equivalent code to be provided by Head of the Institution/School).
- তারিখ দিতে হবে দিন/মাস/বছরের ছকে। (Any date should be given in the DD/MM/YYYY format).
- দরখাস্তকারীর পরিচিতি অবশ্যই যথাযথ স্থানে লিখতে হবে। (System Generated Id must be written in the appropriate box).
- সমস্ত সমর্থিত প্রমাণপত্র, ছবি, আবেদনপত্রের সঙ্গে অবশ্যই দিতে হবে। (All supporting documents, photo must be provided with the Application Form).
- সমস্ত তথ্য ক্ষেত্রগুলি অবশ্যই পূরণ করতে হবে। যে সমস্ত ক্ষেত্রগুলি প্রার্থীর জন্য প্রযোজ্য নয় সেগুলিতে প্রযোজ্য নয় লিখতে হবে। (All information fields MUST be filled in. Where fields are not applicable to the candidate, these should be marked as Not Applicable).
- যে ক্ষেত্রগুলি প্রযোজ্য সেখানে (✓) দিতে হবে যেখানে প্রযোজ্য নয় সেখানে (x) দিতে হবে। (Boxes should be marked with a check (✓) when applicable and a cross (x) when not applicable).
- পারিবারিক আয় বছরে ১,২০,০০০ টাকার বেশি হবে না। যে সব মেয়েদের পিতামাতা উভয়েই মৃত এবং শারীরিক প্রতিবন্ধী (৪০ শতাংশ বা তার বেশি) তাদের ক্ষেত্রে ছাড় আছে। (The household income should not be more than Rs. 1,20,000/- per year but is waived if the girl had lost both parents or is physically challenged (more than 40%)
 মেয়েটির বয়স ১৩ থেকে ১৮ বৎসরের মধ্যে হতে হবে এবং সে কোন বিদ্যালয়ে অথবা বৃত্তিমূলক/কারিগরি শিক্ষা কেন্দ্রে অষ্টম হইতে দ্বাদশ শ্রেণীতে অথবা সমতুল্য শ্রেণীতে পাঠরত থাকবে এবং তাকে দরখাস্ত করার সময়ে অবিবাহিত হতে হবে। (The girls should be of age 13 years to 18 years and enrolled in Class VIII to XII or equivalent in any school or vocational/technical training institution and must be not be married at time of application).
- নিম্নলিখিত প্রমাণ পত্রের যে কোন একটি প্রার্থীর জন্মতারিখের প্রমাণ হিসাবে এই আবেদন পত্রের সাথে সংযুক্ত করতে হবে। (Attach one of the following documents with this application as proof of Date of Birth of candidate) :
 - জন্মের শংসাপত্রের প্রতিলিপি উপযুক্ত আধিকারিকের দ্বারা প্রত্যয়িত প্রয়োজন। (Copy of Birth Certificate attested by an Authorized Certifying Authority*).
 - অথবা Or
 - যে শিক্ষা প্রতিষ্ঠান/প্রশিক্ষণ প্রতিষ্ঠানে সে নথিভুক্ত সেই শিক্ষা প্রতিষ্ঠানের দ্বারা বয়সের শংসাপত্র প্রদান। (Certificate of age by Institution of Education / Training the candidate is currently enrolled in).
- যথাযথ শংসাপত্র প্রদানকারী কতৃপক্ষ Appropriate Certifying Authority :
 - রাজ্য বা কেন্দ্রীয় সরকারের গ্রুপ - এ অফিসার যিনি প্রার্থী যে অঞ্চলে বাস করে সেখানে চাকুরিরত অথবা ঐ এলাকায় বসবাসকারী।
 Group-A Officer of State Government or the Government of India who is either posted in the area, or is a resident of the area of residence of the applicant.
 - প্রার্থী যে অঞ্চলে বাস করে সেই অঞ্চলের সাংসদ বা বিধায়ক। Member of Parliament, Member of Legislature of the area of residence of the applicant.
 - প্রার্থী যে অঞ্চলে বাস করে সেই অঞ্চলের পৌরসভার কাউন্সিলার অথবা গ্রাম পঞ্চায়েত প্রধান। Councilor of ward of the municipal areas, Gram Panchayat Pradhan of the area of residence of the applicant.

KANYASHREE PRAKALPA 2013

IMPLEMENTATION GUIDELINES

Department of Women Development and Social Welfare

Government of West Bengal

August 2013

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1.1 Background

1.1.1 Child marriage a concern for West Bengal

1. Under the Prohibition of Child Marriage Act, 2006, the legal age of betrothal and marriage for girls is 18 years, and for boys is 21 years. In spite of several years of this Act being in existence, the early betrothal and marriage of children continues to be a norm in the West Bengal. According to the District Level Health Survey – 3, 2007-08 (DLHS -3, 2007-08), the state ranks fifth highest in the country when it comes to the prevalence of child marriage. It is vital to note that:
 - a. While all-India trends show that families are slowly delaying the betrothal and marriage of their girls, in West Bengal, almost every second girl is a child bride - over 54.7 % of the state's currently married women aged 20-24 were married before they reached the age of 18 (as compared to all-India figures of 43 %). Some of the states that have made significant progress in preventing child marriage are Maharashtra (40.4%), Odisha (37.5%), Gujarat (35.4%) and Tamil Nadu (24.4%). Some states that lag behind are Bihar (68.2%) and Jharkhand (55.7%).
 - b. The districts of Murshidabad, Malda, Birbhum, Purulia, Bankura, Dakshin Dinajpur, South 24 Parganas, Nadia and Cooch Behar are areas with the highest incidence of child marriage in the state.
 - c. While the figures show that child marriage is more prevalent in rural areas, statistics for Kolkata reveal that even in non-slum areas in the heart of the city, where families are wealthier and girls are likely to be better educated, more than a quarter of girls are married before they reach adulthood.
2. Significantly, child betrothal and marriage is completely gendered practice – and an overwhelmingly large percentage of girls are married at before reaching adulthood - and only a miniscule percentage of boys are subjected to the same fate.

1.1.2 Negative Impact of child marriage

1. **Child marriage and female school dropout:** Child marriage leads to girls dropping out of school, which further limit their scope of future development. In West Bengal, attendance of girls in school drops from 85% in the age-group 6-10 years to a mere 33% in the age group 15-17 years. (NFHS III, 2005-06) After the implementation of *Sarva Shiksha Abhiyan* towards universalization of elementary education, significant progress has been noticed among girls, both in terms of enrolment and completion rate at the elementary level. However, the transition from elementary to secondary school levels remains a concern. While girls are often taken out of school to get married, in other cases, when girls do not do well in studies or are not academically inclined, marriage is seen as the only viable alternative for them. In fact, many girls who drop out of school are sent away by parents to earn their dowries by working as child labour, leaving them vulnerable to traffickers.

According to a study entitled 'Final Study Report on Restructuring of School Education System in West Bengal' by IIM Calcutta, the percentage of girls enrolment gradually falls at the secondary and higher secondary level. While at the elementary level the girls' enrolment is more compared to boys at the secondary level it is almost the same as that of the boys. But at the higher secondary level the Gender Parity Index is only 0.75. It is at this juncture, when children are between the age of 17 and 18 that most of the girls are compelled to leave school and parents start negotiating for their marriage.

2. **Child and maternal ill-health and mortality:** Child marriage is one of the deterrent factors which is limiting the progress of maternal and child health and improvements in the nutritional status of children in West Bengal. Child marriages result in early pregnancies, which in turn lead to high maternal and infant deaths, and are also a leading cause for malnutrition among children.

Child marriages result in girls becoming mothers at an age when they are not out of childhood themselves - of all teenage girls aged 15 – 19 in West Bengal, one-fourth have already begun child-bearing, a percentage that is much higher than the national average (16%) and also higher than all other Indian states except Jharkhand.

3. **Child marriage and trafficking:** Child marriage is one of the lures used by human exploitation rackets to entice poor parents to part with young girls. Although it is not possible to disaggregate data on children who have gone missing because of child marriages arranged by fraudulent means, it is significant to note that the districts which rank the highest amongst all districts for child marriages, namely, Murshidabad and Malda, are also considered the most vulnerable to trafficking.

1.2 About Kanyashree Prakalpa

1. In view of the above, the Department of Women Development and Social Welfare, West Bengal (DWSW) formulated the Kanyashree Prakalpa – a conditional cash transfer scheme with the aim of improving the status and well being of the girl child in West Bengal by incentivizing schooling of all teenage girls and delaying their marriages until the age of 18, the legal age of marriage. Kanyashree Prakalpa is a West Bengal Government sponsored scheme which will be implemented henceforth in all districts of the state.

1.3 Expected Benefits of the Scheme

1. While a number of factors contribute towards girls dropping out of school, human rights research shows that the greatest obstacles to girls' education are child marriage, pregnancy and domestic chores, and that ensuring that girls stay in school is one of most effective protective measures against child marriage. Given that child marriage has a grossly negative impact on the lives of children, adolescents and young women, this scheme is expected to bring about measurable improved outcomes for the education, health (especially infant and maternal mortality) and empowerment of the state's girls, their children and immeasurable benefits for larger society.

1.4 Purpose of the Implementation Guidelines

1. The document lays down the key provisions of Kanyashree Prakalpa, and provides a set of top-level guidelines to ensure that the Scheme is implemented consistently and efficiently throughout the state.

The provisions laid down in these Guidelines and elsewhere may be subject to change by the Government of West Bengal at any time.

2 Key Provisions of the Scheme

2.1 Definitions

In this chapter of the Implementation Guidelines, unless the context otherwise requires, -

1. **"Enrolled in an Institution of Education or Training"** means
 - a. Enrolled in Classes VIII to XII in a school which is recognized by the government
 - b. Enrolled in Secondary and / or Higher Secondary Courses in an open school which is affiliated / accredited / recognized by the government
 - c. Enrolled in Classes VIII to XII in a Madrasah" which is affiliated / accredited / recognized by the government
 - d. Enrolled in a course in a Vocational Training Center or a Technical Training Institute which is affiliated / accredited / recognized by government
 - e. Enrolled a Sports training Institute which is affiliated / accredited / recognized by the government.
2. **"Enrolled in an Institution of Higher Education"** means enrolled in any form of education or learning after Class XII.
3. **"J. J. Home"** means any home that is registered under the Juvenile Justice (Care & Protection of Children) Act, 2000.

2.2 Aims and Objectives

1. Through conditional benefits, Kanyashree Prakalpa (hereinafter referred to as 'The Scheme') aims to reduce the prevalence of child marriage in West Bengal by increasing the enrollment of girls in secondary education or vocational / sports training, and simultaneously encouraging the delay of marriages of girls until they reach the age of 18. The specific objectives of the Scheme are to:
 - a. Incentivize through scholarships, the continuation of education of the girl child in Secondary and Higher Secondary classes, vocational training or sports training. To reduce drop outs, especially amongst girls from poor families, who are not covered by any other scholarship
 - b. Dis-incentivise child marriage of girls to ensure compliance with the legal provisions pertaining to the minimum age at marriage.

2.3 Scope of the Scheme

The Scheme will be applicable to the State of West Bengal only, and will be implemented in the entire state.

2.4 Scheme Benefits and Eligibility Criteria

2.4.1 Annual Scholarships

1. The Scheme assures an annual scholarship of Rs. 500/- to girls based on the following eligibility criteria:

Eligibility Criteria			Means of Verification
1.	Age	Between 13 and 18 years of age	Copy of Birth Certificate issued by Municipal or Panchayat authorities and attested by the Appropriate Certifying Authorities OR Certificate of age Issued by the Head of Institution of Education or Training where the girl is enrolled
2.	Marital Status	Unmarried	Declaration by applicant's parent / guardian and attested by the Appropriate Certifying Authorities
3.	Education	Enrolled in classes VIII-XII in government recognised regular or equivalent open school or equivalent vocational/technical training course	Certificate of enrolment and attendance by Head of Institution of Education or Training
4.	Family Income	Is less than or equal to Rs. 1,20,000/- per annum <i>Family income conditionality to be waived if one or more of the following is true:</i> a) girl is physically handicapped b) both parents are deceased c) The applicant's daughter / ward is already a recipient of the scholarship, and is applying for a renewal of the benefit.	For Self-employed parents / guardians: A declaration by the parents / guardian stating definite income from all sources, attested by the Appropriate Certifying Authorities For Employed parents/guardians: copy of Income certificate furnished by employer, attested by the Appropriate Certifying Authorities For waiver in case the girl is physically handicapped: Copy of Certificate of Disability furnished by appropriate authority and attested by the Appropriate Certifying Authorities For waiver in case both parents of the girl are deceased: Declaration by guardian and attested by the Appropriate Certifying Authorities For waiver in case of renewal: Declaration by parent / guardian and attested by the Appropriate Certifying Authorities

2. Notes on eligibility criteria for Scholarship:

1. All girls age 13 but not yet turned 18 as on 1st October 2013
2. Applications to for scholarships are to be signed by an eligible candidate's parents or guardian.
3. A fresh application form along with proof of eligibility (subject to the waivers mentioned above) is to be made for each year of scholarship.

2.4.2 One-Time Grant

1. The Scheme assures a One-Time Grant of Rs. 25,000/- to girls based on the following eligibility criteria:

Eligibility Criteria			Means of Verification
1.	Age	The girl has reached the age of 18	Copy of Birth Certificate issued by Municipal or Panchayat authorities and attested by the Appropriate Certifying Authorities OR Certificate of age issued by the Head of Institution of Education or Training or Institution of Higher Education where the girl is enrolled
2.	Marital Status	The girl was unmarried on attaining the age of 18	Declaration by applicant and attested by the Appropriate Certifying Authorities
3.	Occupation	Is enrolled in and regularly attending an Institution of Education or Training or a Institution of Higher Education Or is an inmate in a J. J. Home	Certificate of enrolment and attendance by Head of Institution
4.	Family Income	Is less than or equal to Rs. 1,20,000/- per annum <i>Family income conditionality to be waived if one or more of the following is true:</i> a) girl is physically handicapped b) both parents are deceased c) The applicant is an inmate in a J. J. Home	For Self-employed parents / guardians: A declaration by the parents / guardian stating definite income from all sources, attested by the Appropriate Certifying Authorities For Employed parents/guardians: Copy of Income certificate furnished by employer, attested by the Appropriate Certifying Authorities For waiver in case the girl is physically handicapped: Copy of Certificate of Disability furnished by appropriate authority and attested by the Appropriate Certifying Authorities For waiver in case both parents of the girl are deceased: Declaration by guardian and attested by the Appropriate Certifying Authorities For waiver in case the applicant is an inmate in a J.J. Home : Statement by Superintendent of the Home

2. Notes on one-time grant eligibility criteria

1. As the Scheme will commence from October 2013, only girls who turns 18 on or after 01 October 2013 will be considered as eligible to apply for the One-Time Grant.
2. Applications to for scholarships are to be signed by an eligible candidate.
3. Eligible applicants must apply for one-time grants after their 18th birthday and before they turn 19.

2.5 Special Notes on Eligibility Criteria and Means of Verification

2.5.1 Self-Declarations of Eligibility

1. Any undertakings or declarations given by the applicant / applicant's parent / guardian can be on ordinary paper countersigned by the appropriate certifying authority

2.5.2 Calculation of Family Income

1. So long as either of the parents is alive, only income of the parents will be taken into account and of no other family members even though they may be earning.
2. House Rent allowance received by the parents of a student shall be exempted from the computation of 'income' if the same has been permitted to be exempted for purpose of Income-Tax.

2.6 Appropriate Certifying Authorities

1. Undertakings or declarations made by the applicant or applicant's parents/guardians may be certified by any of the following:
 - a. Group A Officer of State Government or Government of India who is either posted in the area, or is a resident of the area of residence of the applicant
 - b. Member of Parliament, Member of Legislature of the area of residence of the applicant
 - c. Counsellor of ward of municipal areas, Gram Panchayat Pradhan of the area of residence of the applicant

2.7 Payment Mode

1. The Scholarship or One-Time grant will be paid to the beneficiaries by way of fund transfer through a bank account only.
2. Having a bank account in the applicant's name is not a pre-requisite at the time of applying for either of the Scheme's benefits. Once an application is approved, the applicant will be helped in opening and operating a bank account by the banking partner).
3. It is proposed that any Scheduled Bank as per the Second Schedule of Reserve bank of India Act may be the banking partner (to be decided by Department of Finance).

3 Management of Scheme

3.1 Management Structures

3.1.1 State, District, Block and Kolkata Municipal level Steering and Monitoring Committees

1. State, district, Kolkata municipality and block level Steering and Monitoring Committees shall be established to steward the Scheme in their respective areas. For the District of Darjeeling, there will be two District Steering and Monitoring Committees, one for Gorkhaland Territorial Authority and the other for non-GTA areas. (See Appendix 1 for composition of Steering and Monitoring Committees)
2. These committees shall, at their respective levels:
 - a. Review, monitor and advise on all matters relating to the implementation of the Scheme, including reviewing progress, and strengthening coordination and convergence between and within concerned departments.
 - b. Will consider the bottlenecks faced during the implementation of the Scheme and suggest modifications required for improving implementation.
 - c. Will meet periodically (quarterly at state level and monthly at district and block level) or earlier, if needed, at the discretion of the Chairperson of the Committee. If required, technical experts, NGOs or civil society groups may be invited to attend to meetings.

3.1.2 Project Management Units

1. The Scheme will be implemented by Project Management Units, with one unit at the State level, and one in each district in West Bengal. The District-level Project Management teams will function under the supervision of the State Project Management Unit.
2. **State Project Management Unit (SPMU)**
 - a. The SPMU will be established under the Department of Women Development and Social Welfare, and be headed by a State Project Manager (Kanyashree) assisted by a Deputy Project Manager (Kanyashree) and an Accounts officer recruited on deputation or contractual basis.

To manage the project at the state level, a Programme Management Consultant (a management agency) would be hired for the initial period of 1 year. Under the guidance of Secretary, Child Development and Women Development & Social Welfare, the agency would be responsible for overall management of the IT component (maintenance of the Web portal and MIS) as well as implementation of communication and capacity building strategy for the scheme. The agency would also support the SPMU in hiring implementing agencies.
 - b. They will be assisted by two accountants-cum-data managers employed on a contractual basis, and who must be proficient in common office applications, especially word processing, spreadsheets, presentation and accounting software.
 - c. All new appointments will be made for 3 years on probation basis.
 - d. The SPMU shall be responsible for:
 - i. Coordination and management of the scheme at state level
 - ii. Overseeing the performance of the DPMU
 - iii. Maintaining all records, MIS and reporting mechanisms at state level
 - iv. Periodic reporting to the State Steering Committee

- v. Members of State Project Management Unit will conduct a 5% sample verification of all sanctioned scholarship/One-time grant applications from all districts
3. It is proposed that the SPMU can be subsequently registered under West Bengal Societies Act to ensure resource mobilization from corporate donors under Social Corporate Responsibility and the contributors will be granted exemption under Section 80G of I.T. Act.
4. **District Project Management Unit (DPMU)**
 - a. In all districts, with the exception of Kolkata, the DPMU shall be established under the office of the District Magistrate. In Kolkata, the DPMU will be established under the office of Commissioner, Social Welfare. For the district of Darjeeling, there will be two district project management units, one for GTA and the other for non GTA areas. The former will be establish under the office of Principal Secretary GTA and the latter under the office of District Magistrate, Darjeeling .
 - b. There will be one Project Manager on deputation or contractual basis and one Accountant employed on a contractual basis for each such Project Management Unit, in addition to at least two accounts cum data managers on contractual basis. 324
 - c. All new appointments will be made for 3 years on probation basis.
 - d. The Project Management Units shall, in their district, be responsible for:
 - i. Coordination and management of the scheme in the district
 - ii. Maintaining all records, MIS and reporting mechanisms at district level
 - iii. Periodic reporting to the State Level Project Management Units and to the District level steering committees

3.1.3 Partner Bank

1. A partner bank will be selected to manage the funds of the Scheme. The bank may be any Scheduled Bank as per the Second Schedule of Reserve bank of India Act, and will be responsible for managing the funds of the scheme, including disbursements to beneficiaries, maintaining the financial accounting systems, FMIS of the Scheme and regularly submit the statements and reporting on a regular basis to DPMU and SPMU.
2. The bank will also assist beneficiaries in opening / operating bank accounts to receive their entitlements.
3. The implementation will be through lead bank system at state, district and block level.

3.2 Fund management

1. The funds for the Scheme will be met from the Budget provision for the Department of Women Development and Social Welfare.
2. 3% of fund budgeted for the Scheme will be reserved for Project Management and Publicity costs. Of this, one-third will be allocated at the State Project Management Unit level, and the balance two-thirds will be allocated at the district level.
3. The budget provision for scholarships will be made on the basis of expected number of beneficiaries between the ages of 13 and 18 and enrolled in Institutions of Education or Training as defined in Chapter 2 of this document
4. The budget provision for one-time grant will be made on the basis of expected number of beneficiaries who have turned 18 and are enrolled in Institutions of Education or Training, Institutions of Higher Education or J. J. Homes defined in Chapter 2 of this document

3.3 Interdepartmental convergence

The implementation of the Scheme requires coordination close convergence with the following departments:

Department	Convergence
a. The Department of Women Development and Social Welfare	Nodal department for management and implementation of Scheme
b. Department of School Education	To promote the Scheme and distribute application forms through its offices and through schools, jointly developing IEC materials and strategy and using own IEC funds
c. Department of Panchayat and Rural Development	To promote the Scheme and distribute application forms through its offices and MSKS
d. Department of Municipal Affairs	To promote the Scheme and distribute application forms through its offices
e. Department of Technical Education and Training	To promote the Scheme and distribute application forms through its offices
f. Department of Health and family Welfare	To promote the Scheme and distribute application forms through its offices, jointly developing IEC materials and strategy and using own IEC funds
g. Department of Information and Cultural Affairs	To ensure publicity through mass media and campaigns
h. Department of Finance	To provide financial governance guidance and support, ensure bank accounts for minor girls under the guardianship of mothers/female guardians
i. Lead State and District Banks	To facilitate opening of no-frill accounts with zero-balance for minor girls between the ages of 13 and 19 who want to apply for the schemes benefits
j. Administrative Training Institutes	To ensure that the training curriculum includes training on the Scheme
k. Department of Information Technology	To develop a common portal of all data on scholarships and to support SMS based mechanism for grievance redressal
l. Departments of Backward Classes Welfare, Panchayat & Rural development, Minority Welfare and Mass Education	To create a common online scholarship hub and sharing information on enrollment and number of beneficiaries receiving scholarships/financial assistance under any central/state government scheme
m. Department of Sports and Youth Services	To supply information about recognized/affiliated sports organisations

3.4 Grievance Mechanisms

1. Women's Grievance Cell operating under the Department of Women Development & Social Welfare at District-level will also serve as grievance cell for Kanyashree Prakalpa.
2. A helpline will be set up for the scheme under the cell.

4 Scheme Implementation Mechanisms

4.1 Publicity of the Scheme & Identification of Beneficiaries

1. Publicity of the Scheme will be arranged by the Department of Information & Culture through various mass-media like print and electronic media, street plays, folk theatre and others.
2. *Fund* Publicity will also be done by harnessing platforms of existing self help groups through inter-personal communication. The AWW, ANM, ASHA workers and school teachers will also publicize the Scheme through their daily work.
3. Publicity of the scheme may also be linked to any government-recognized child marriage prevention interventions in the state. In addition, local bodies (Panchayats and Municipalities) will conduct targeted interventions to identify and enroll eligible beneficiaries in their respective areas.

4.2 Capacity Building of concerned officials and functionaries

1. The Administrative Training Institutes and State Institute of Panchayat & Rural Development will include the scheme in their training curriculum.
2. *Trg. by them, what to them.* In addition, the information regarding the scheme and its implementation will be made a part of regular training programmes of ASHAs and ANMs (under NRHM), AWWs (under ICDS) and teachers (under SSA).

4.3 Availability of applications forms

- a. Application forms for the Scheme and forms for opening up of the bank accounts will be available free-of-cost primarily at the secondary/higher secondary schools to avoid misuse. However they will also be available online in a downloadable format and from following institutions on demand:
- b. Local government offices, - gram panchayat, municipalities and borough offices, head office of KMC
- c. Offices of Commissioner of Social Welfare and District Social Welfare Officer
- d. Sub-divisional Offices
- e. Block Development Offices
- f. Office of Block Medical Officer of Health /Primary Health Centers
- g. With ANMs/AWCs/ASHAs

4.4 Submission of applications

1. All Institutions of Education and Training defined under Chapter 2 of this document in any area will be deemed as Application Offices.
2. In addition: the following offices will also receive completed applications along with documents certifying eligibility:

Residents of:	Application Offices
i. Rural areas under the West Bengal Panchayat Act, 1973	Block Development Offices of the concerned block/ Office of District Social Welfare officer
ii. <i>✓</i> Urban areas / notified areas covered under the West Bengal Municipal Act, 1993	Municipality/Sub-divisional Offices/ Office of District Social Welfare officer
iii. Urban areas covered under the Kolkata Municipal Corporation Act, 1980	Borough Offices and head office of Kolkata Municipal Corporation/ Office of Commissioner, Social Welfare

*Implementation guideline :-
Criteria to be observed before issuance of Forms*

3. Submission of applications for the Scholarship benefit and the one-time grant are open through the year. Provisions will be made for filling up applications online also. The hard copy of the digitalized form may be submitted along with documents certifying eligibility to any one of the following Application Offices:

4.5 Scrutiny and Verification of applications

1. The schools and all other Application Offices mentioned above will forward all applications to offices of BDOs (rural areas), SDOs (urban/municipal areas) and Commissioner, Social Welfare (Kolkata Municipal Corporation).
2. Each scrutiny office at block and sub-division level will be supported by two data assistants recruited on contractual basis. The recruitment will be for 3 years on probation basis.
3. The offices of BDOs (rural areas), SDOs (urban/municipal areas) and Director, Social Welfare (Kolkata) will each appoint an officer to undertake scrutiny of the applications. The officers will carry out scrutiny of documents and will recommend for approval or reject application based on eligibility criteria within one month of receiving the applications.
4. List of recommended and rejected applications with comments will be forwarded to Sanctioning Officer ??
5. Random physical verification may be under taken by District Programme Officer-ICDS, CDPOs or any other officer appointed by the District Magistrate, Principal Secretary GTA or Director Social Welfare, Government of West Bengal.

4.6 Sanctioning of applications

1. The following officials will be designated Sanctioning Officers:
 - a. In all districts barring Kolkata, the District Magistrate will be the Sanctioning Officer;
 - b. In Kolkata, the Commissioner, Social Welfare Department shall be the Sanctioning Officer.
 - c. For GTA, the Principal Secretary, GTA will be the sanctioning officer.
2. The above-mentioned Sanctioning Officers may authorize any other competent Officer to discharge the function of Sanctioning Officer of the Scheme in their respective districts.
3. Within one month of receiving the scrutinised applications, the Sanctioning Officer issue sanctions orders that authorize the partner bank to transfer the sanctioned amount to the bank account of the approved beneficiaries. The partner bank shall perform the necessary fund transfers to beneficiaries within a week of receiving the sanction orders.

4.7 Informing beneficiaries / rejected applicants

1. A list of sanctioned and rejected applications will be displayed up at Anganwari Centers, schools, Institutions, Panchayats, Offices of BDO, SDO, Municipality, Borough Offices, KMC head office, Commissioner, Social Welfare and will also be available online in a downloadable format.

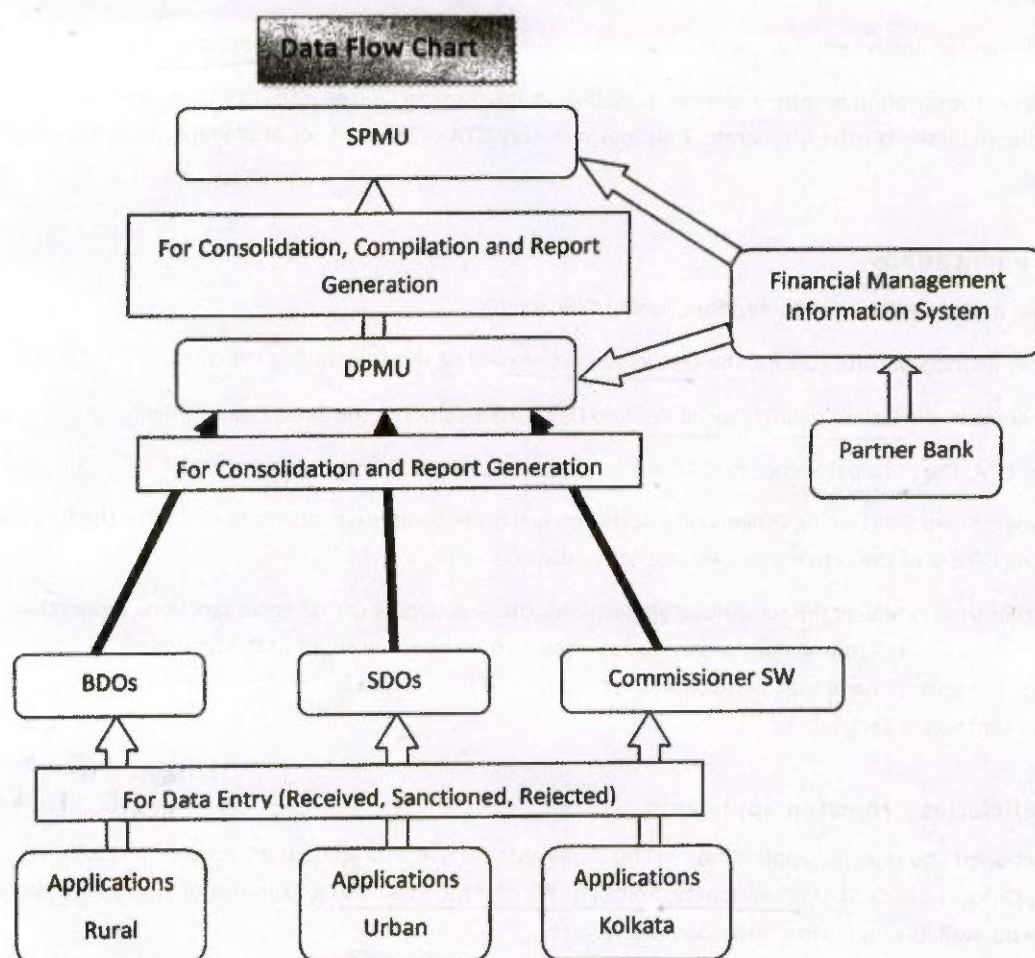
4.8 Applications for Renewal of Scholarships

The procedures for applications of renewal scholarships will be the same as for new applications; barring submission of income certificate. All other certifications for eligibility will have to be provided by the applicant and scrutinized and verified as directed above.

5 Record-keeping, MIS and reporting mechanisms

5.1 Overview

1. All registers and other record-keeping formats will be maintained electronically, and be designed to ensure that key monitoring indicators of scheme coverage, financial disbursements and management / implementation performance can be easily elicited on a regular basis.
2. All primary data entry (of applications received, sanctioned and rejected) will be undertaken at the level of BDOs (Rural Areas), SDOs (Urban Areas) and Director, Social Welfare (Kolkata). The data from rural and urban areas will be compiled at district level by the data manager at DPMU. Subsequently, all districts data will be consolidated and compiled at SPMU.
3. All sanctioned and rejected application forms will be retained for sample verifications in offices of BDOs (rural areas), SDOs (urban areas) and Director, Social Welfare (Kolkata) for at least one financial year.
4. The Partner Bank will maintain account of all financial statements and FMIS.



5.2 Registers

1. Offices of BDOs, SDOs and Commissioner, Social Welfare will maintain a registers of applications received, scrutinised, approved or rejected
2. Each office of Sanctioning Officer will maintain a registers of received, verified and approved or rejected applications
3. Periodically, each DPMU will collate the registers of application offices and Sanctioning Offices into a district-wise register of applicants/beneficiaries.

4. Periodically, the SPMU will collate the registers of each DPMU into a state-wise register of applicants/beneficiaries.
5. The partner bank will maintain registers of sanctioned applications and disbursements made.

5.3 Reporting and Monitoring

1. The partner bank will provide monthly statements of disbursements under the scheme and consolidated reports from financial MIS to the DPMU and SPMU
2. Each DPMU will provide a monthly statements relating to Scheme coverage, expenditure and other administrative matters to the District Steering and Monitoring Committees and to the SPMU.
3. The DPMU and SPMUs will periodically prepare monitoring reports on key performance indicators.
4. The SPMU will collate all monthly statements and reports from all sources into a comprehensive statement for the State Steering and Monitoring Committees.
5. Continuous Concurrent Evaluation of the scheme is proposed by involvement of external independent agencies to ensure that the desired outcomes are being achieved.

Appendix 1: Composition of Steering & Monitoring Committees

5.4 State Level Steering & Monitoring Committee

Official	Position
Finance Minister, Government of West Bengal	Chairperson
Chief Secretary, Government of West Bengal	Member
Secretary, Department of Women Development & Social Welfare	Convener, Member
Secretary, Department of School Education	Member
Secretary, Department of Health and Family Welfare	
Secretary, Department Panchayat and Rural Development	Member
Secretary, Department of Minority Affairs and Madarsa Education	Member
Secretary, Department of Mass Education	Member
Secretary, Sports and Youth Services	Member
Secretary, Department of Finance	Member
Secretary, Department of Technical Education & Training	Member
Secretary, Department of Information & Cultural Affairs	Member
Secretary, Department of Municipal Affairs	Member
Secretary, Department of Backward Class Welfare	Member
State Project Director, Sarva Shiksha Abhiyan	Member
Chief of Field Office, Unicef Office for West Bengal	Member
Representatives of prominent Non-government organisations (to be decided by State Government)	Member

5.5 Kolkata District Steering & Monitoring Committee

Official	Position
Mayor, Kolkata Municipal Corporation	Chairperson
Commissioner, Social Welfare	Convener, Member
Commissioner, Kolkata Municipal Corporation	Member
Commissioner for the Persons with Disabilities	Member
State Project Officer – Sarva Shiksha Abhiyan	Member
Commissioner of School Education	Member
District Collector, Kolkata	Member
District Inspector of Schools (Secondary)	Member
District Programme Officer, ICDS	Member
Nodal Officer (Asst Director) Minority Affairs	Member
Representatives of prominent Non-government organisations (to be decided by State Government)	Member

5.6 District Steering & Monitoring Committee (apart from Kolkata) including non-GTA Darjeeling

	Position
District Magistrate	Chairperson
District Social Welfare Officer	Convener, Member
All Sub-Divisional Officers	Member
District Project Officer, Sarva Shiksha Mission	Member
District Inspector of Schools (Secondary)	Member
District Officer for Minority Welfares or Officer in-charge of Minority Affairs	Member
District Programme Officer, ICDS	Member
District Panchayat and Rural Development Officer	Member
Chief Medical Officer of Health	Member
Chairperson, Municipality	Member
District Officer for Information & Cultural Affairs	Member
Representatives of prominent Non-government organisations (to be decided by State Government)	Members

5.7 Gorkhaland Territorial Authority (GTA) Steering & Monitoring Committee

Principal Secretary, GTA	Chairperson
ADM in-charge of Social Welfare Officer, Darjeeling	Convener, Member
All Sub-Divisional Officers	Member
District Project Officer, Sarva Shiksha Mission	Member
District Inspector of Schools (Secondary)	Member
District Programme Officer, ICDS	Member
District Panchayat and Rural Development Officer	Member
Chief Medical Officer of Health	Member
Chairperson, Municipality	Member
Representatives of prominent Non-government organisations (to be decided by State Government)	Members

5.8 Block Steering & Monitoring Committee

Block Development Officer	Chairperson
Block Welfare Officer	Convener, Member
Sub-Inspector of School	Member
Block Medical Officer of Health	Member
CDPO (ICDS)	Member
Asst. Inspector of Schools (Secondary)/ Sub-Inspector of Schools	Member

Appendix 2: Management Organogram

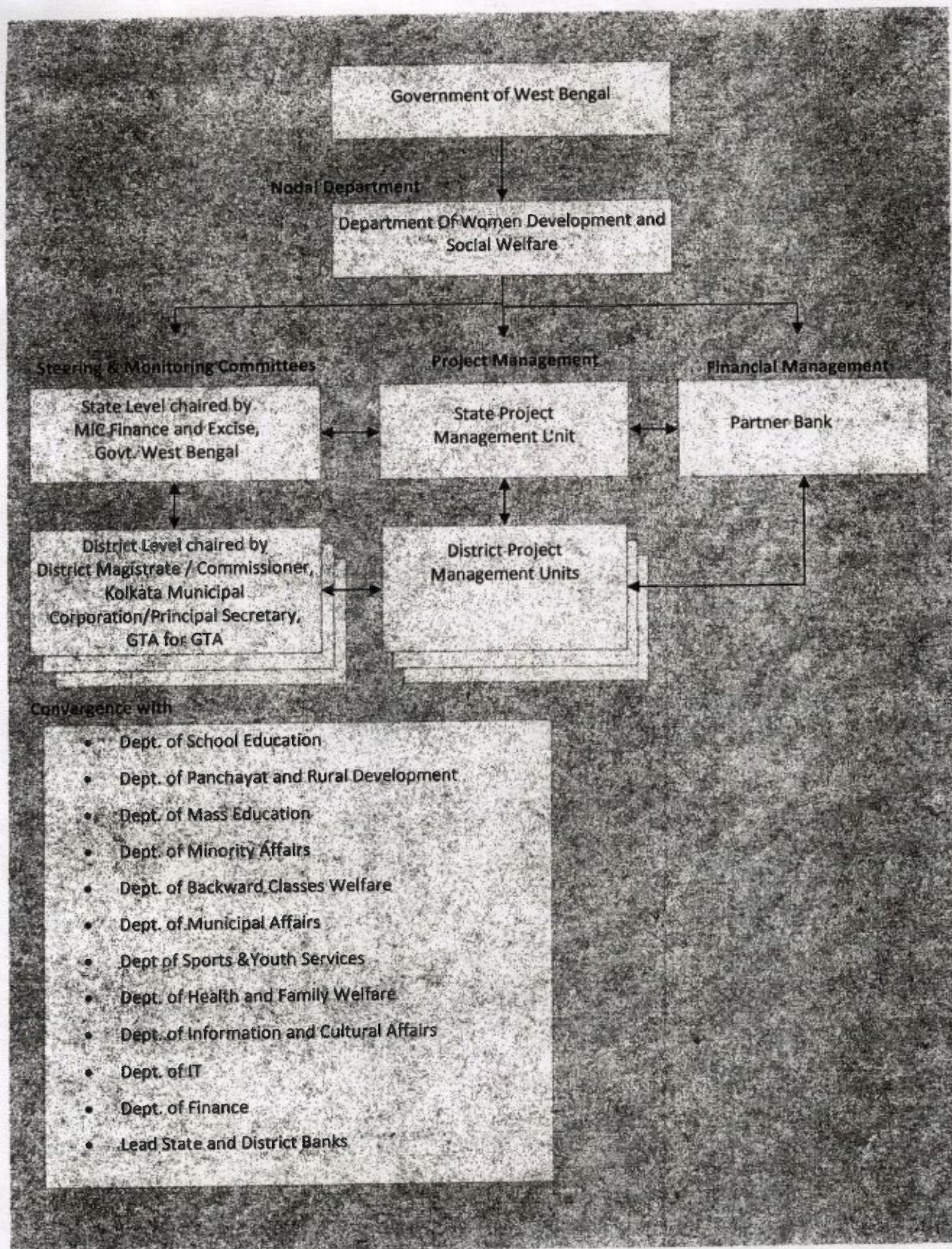


FIGURE 1: KANYASHREE MANAGEMENT STRUCTURES

Appendix 3: Application Process Flow

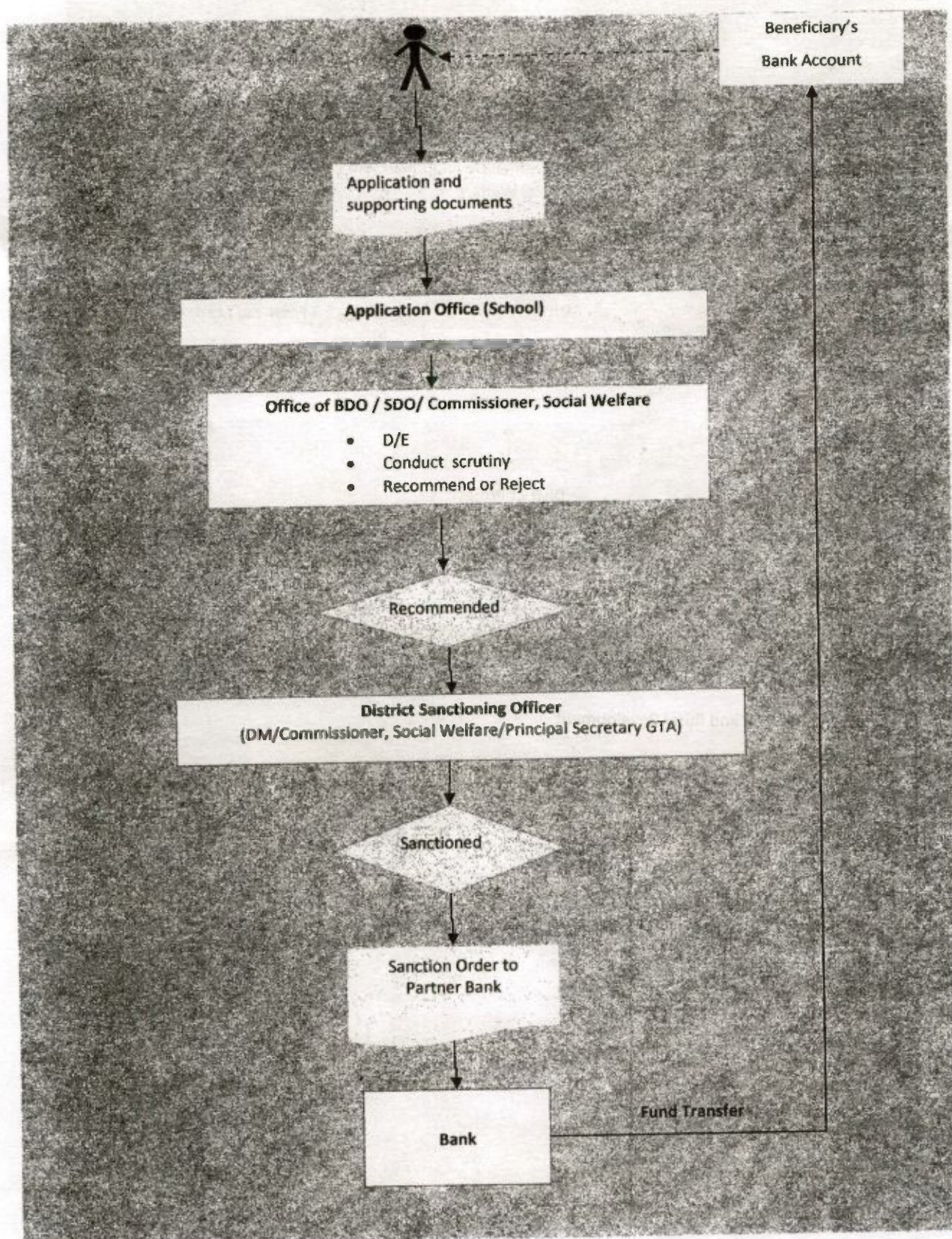


FIGURE 2: KANYASHREE APPLICATION PROCESS FLOW

Serial No. :

Form -- 'K2'

Application Form for "Kanyashree Prakalpa"

Attested
Photograph

[To be filled up in English Block letters only]

- ### Basic Details প্রাথমিক বিবরণ

SAMPLE COPY

যোগাযোগের বিশদ বিবরণ : Contact Details :

16. বর্তমান ঠিকানা*

Present Address :

গৃহের নং :

House No. :

রাস্তা/পথ

Road/Street :

ডাকঘর :

Post Office :

থানা :

PS :

ব্লক /পৌরসভা

Block /Municipality

জেলা :

District :

পিন কোড :

Pin :

17. স্থায়ী ঠিকানা :*

Permanent Address : [☐ Same as Present Address] [বর্তমান ও স্থায়ী ঠিকানা একই]

গৃহের নং :

House No. :

রাস্তা/পথ

Road/Street :

ডাকঘর :

Post Office :

থানা :

PS :

ব্লক /পৌরসভা

Block /Municipality

জেলা :

District :

পিন কোড :

Pin :

18. দূরভাষ/মোবাইল নং* :

Phone/Mobile Number*

শিক্ষাগত বিবরণ (জে জে হোমের শিশুদের জন্য আবশ্যিক নয়) Educational Details (not mandatory for JJ Home children)

19. প্রতিষ্ঠানের নাম :

Institution's Name*

20. ঠিকানা

Address*

নং

No. :

রাস্তা/পথ

Road/Street :

ডাকঘর :

Post Office :

থানা :

PS :

ব্লক/পৌরসভা

Block/Municipality

জেলা :

District :

পিন কোড :

Pin :

21. নথিভুক্তি করণ

Affiliated To /

Registered by

ব্যাঙ্কের বিশদ বিবরণ Bank Details

22. ব্যাঙ্কের নাম

Bank Name :

23. শাখার নাম

Branch Name :

24. শাখার ঠিকানা

Branch Address :

25. একাউন্ট নম্বর

A/C Number

26. আই.এফ.এস.সি. কোড

IFSC Code

27. সংযুক্ত প্রমাণপত্র [যেটি প্রযোজ্য]
Enclosed Documents [Check whichever Applicable] :

- ☐ অবিবাহিত শংসাপত্র ☐ পারিবারিক আয়ের শংসাপত্র ☐ শারীরিক প্রতিবন্ধকতার শংসাপত্র
Unmarried Certificate Family Income Certificate Physically Challenged Certificate
☐ পিতা-মাতার মৃত্যুর শংসাপত্র ☐ বয়সের শংসাপত্র
Parents Deceased Certificate Age Certificate

Declaration / ঘোষণা

A. প্রার্থীর ঘোষণা Candidate's Declaration

☐ আমি ঘোষণা করছি যে এই আবেদনপত্রে বর্ণিত প্রার্থী আমি এবং উপরে উল্লিখিত বর্ণনাগুলি সত্য। আমার পারিবারিক আয় বার্ষিক ১,২০,০০০ টাকা বা তার কম।

তারিখ : ____/____/____ প্রার্থীর স্বাক্ষর _____

I declare that I am the candidate mentioned in this application and the statements made above are true and my family income is less than or equal to Rs. 1,20,000/- per annum.

Date : ____/____/____

Candidate's Signature _____

B. প্রতিষ্ঠানের প্রধানের শংসাপত্র Certification by Head of Institution

☐ আমি, প্রতিষ্ঠানের প্রধান, এতদ্বারা শংসাপত্র দিচ্ছি যে, _____ এই প্রতিষ্ঠানের ছাত্রী।

বিদ্যালয়ের নথি অনুযায়ী প্রার্থীর জন্মের তারিখ ____/____/____ এবং সে নিয়মিত উপস্থিত থাকে শ্রেণীতে/কোর্সে _____।

তারিখ : ____/____/____

অফিসের শীলসহ প্রতিষ্ঠানের প্রধানের স্বাক্ষর _____

I, HOI hereby certify that _____

daughter/ward of _____ is a student of this Institution.

As per school record, her DOB is ____/____/____ and she is regularly attending in Class/Course _____

Date : ____/____/____

Signature of the Head of Institution (with seal)

C. জে জে হোমের সুপারিন্টেন্ডেন্টের শংসাপত্র Certification by Superintendent of JJ Home

☐ আমি, জে.জে. হোমের সুপারিন্টেন্ডেন্ট এতদ্বারা শংসাপত্র দিচ্ছি যে _____ পিতা _____ এই জে.জে. হোমের অধিবাসী এবং সে অবিবাহিত। তার জন্মতারিখ ____/____/____

তারিখ

Date : ____/____/____

অফিসের শীলসহ জে.জে. হোমের সুপারিন্টেন্ডেন্টের স্বাক্ষর _____

I, Superintendent of JJ Home hereby certify that _____

daughter/ward of _____ is a resident of this JJ Home and is

un-married. Her DOB is ____/____/____

Date : ____/____/____

Signature of the Superintendent of JJ Home (with seal)

D. যথাযথ শংসাপ্রদানকারী কর্তৃপক্ষের শংসাপত্র Certification of Appropriate Certifying Authority

☐ আমি এতদ্বারা শংসাপত্র দিচ্ছি যে _____ পিতা _____ বাস করে _____

I, hereby certify that _____ daughter/ward of _____ residing at _____

☐ প্রার্থী অবিবাহিত

The candidate is Un-married

তার পিতা-মাতা উভয়েই মৃত

☐ হ্যাঁ

☐ না

Both of her parents are deceased :

yes

No

☐ তার পিতা-মাতার/অভিভাবকের মোট বার্ষিক আয় ১,২০,০০০ টাকা বা তার কম

The gross annual income of her parents / guardians is less than or equal to Rs. 1,20,000/-.

শংসাপত্র অনুযায়ী প্রার্থী ৪০% এর বেশী শারীরিক প্রতিবন্ধী। ☐ হ্যাঁ ☐ না

The Candidate is more than 40% physically disabled as per Certificate.

তারিখ

Date : ____/____/____

অফিসের শীলসহ যথাযথ শংসাপ্রদানকারী কর্তৃপক্ষের স্বাক্ষর _____

পুরো নাম _____

পদ _____

Signature of Appropriate Certifying Authority with Official Seal

Full Name : _____

Designation : _____

আবেদনপত্র গৃহীত হল Application Received

Serial No. :

প্রার্থীর নাম _____ পিতা _____ বাস করে _____

Candidate's name _____ daughter of _____ residing at _____

Data entered into web portal by _____ on _____ / _____ / _____

Data verified by _____ on _____ / _____ / _____

Case sanctioned by _____ on _____ / _____ / _____

সাধারণ নির্দেশাবলী / General Instructions :

- *চিহ্নিত ক্ষেত্রগুলি আবশ্যিক এবং অবশ্যই পূরণ করতে হবে। (Marked fields are mandatory & must be filled).
- প্রত্যেকটি ক্ষেত্র ইংরাজীর বড় হরফে পূরণ করতে হবে। (All fields are to be filled up in English Block letters).
- প্রত্যেকটি বাক্সে একটি অক্ষর/সংখ্যা লিখতে হবে। (Put one (1) character /letter/number in each box).
- প্রতিটি নাম ও পদবীর মধ্যে একটি বাক্স ফাঁকা রাখতে হবে। (One box should be left between first name & middle name and middle name & last name).
- প্রতিষ্ঠানের প্রধান / জে.জে. হোমের সুপারিন্টেন্ডেন্টকে ডাইস /সমতুল্য কোড দিতে হবে। (DISE/Equivalent code to be provided by Head of the Institution/Superintendent of JJ Home).
- তারিখ দিতে হবে দিন/মাস/বছরের হকে। (Any date should be given in the DD/MM/YYYY format).
- দরখাস্তকারীর পরিচিতি অবশ্যই যথার্থ স্থানে লিখতে হবে। (System Generated ID must be written in the appropriate box).
- সমস্ত সমর্থিত প্রমাণপত্র, ছবি, আবেদনপত্রের সঙ্গে অবশ্যই দিতে হবে। (All supporting documents, photo must be provided with the Application).
- সমস্ত তথ্য ক্ষেত্রগুলি অবশ্যই পূরণ করতে হবে। যে সমস্ত ক্ষেত্রগুলি প্রযোজ্য সেগুলিতে টিক চিহ্ন (✓) দিতে হবে এবং যেগুলি প্রযোজ্য নয় সেগুলিতে ক্রস চিহ্ন (x) দিতে হবে। (All information fields must be filled in. These should be marked with a check (✓) when applicable and a cross (x) when not applicable).
- পারিবারিক আয় বছরে ১,২০,০০০/- টাকার বেশি হবে না কিন্তু যে সব মেয়ের পিতামাতা উভয়েই মৃত অথবা যারা শারীরিক প্রতিবন্ধী (৪০ শতাংশের বেশি) তাদের ক্ষেত্রে ছাড় থাকবে। (The household income should be not more than Rs. 1,20,000/- per year but is waived if the girl had lost both parents or is physically challenged (more than 40%).
- মেয়েটি অবশ্যই কোন স্কুল/কলেজ অথবা বৃত্তিমূলক /কারিগরি প্রশিক্ষণ কেন্দ্র অথবা ক্রীড়া কেন্দ্রে নথিভুক্ত থাকবে এবং আবেদনপত্র জমা দেবার সময় তাকে অবশ্যই অবিবাহিত হতে হবে। (The girl should be enrolled in any school/college or vocational/technical training institution or sports institution and must not be married at time of application).
- নিম্নলিখিত প্রমাণ পত্রের যে কোন একটি প্রার্থীর জন্মতারিখের প্রমাণ হিসাবে এই আবেদন পত্রের সাথে সংযুক্ত করতে হবে। (Attach one of the following documents with the application as proof of Date of birth of candidate).
 - a) জন্মের শংসাপত্রের প্রতিলিপি উপযুক্ত আধিকারিকের দ্বারা প্রত্যায়িত প্রয়োজন। (Copy of Birth Certificate attested by an Authorized Certifying Authority*).
 - অথবা / Or
 - b) যে শিক্ষাপ্রতিষ্ঠান/প্রশিক্ষণ প্রতিষ্ঠানে সে নথিভুক্ত সেই প্রতিষ্ঠানের দ্বারা বয়সের শংসাপত্র প্রদান। (Certificate of age by Institution of Education/Training the candidate is currently enrolled in).
- যথাযথ শংসাপত্র প্রদানকারী কর্তৃপক্ষ (Appropriate Certifying Authority).
 - i. রাজ্য বা কেন্দ্রীয় সরকারের গ্রুপ-এ অফিসার যিনি প্রার্থী যে অঞ্চলে বাস করে সেখানে চাকুরিরত অথবা ঐ এলাকায় বসবাসকারী। (Group-A Officer of State Government or the Government of India who is either posted in the area, or is a resident of the area of residence of the applicant.)
 - ii. প্রার্থী যে অঞ্চলে বাস করে সেই অঞ্চলের সাংসদ বা বিধায়ক। (Member of Parliament, Member of Legislature of the area of residence of the applicant).
 - iii. প্রার্থী যে অঞ্চলে বাস করে সেই অঞ্চলের পৌরসভার কাউন্সিলার অথবা গ্রাম পঞ্চায়েত প্রধান। (Councilors of ward of the Municipal areas, Gram Panchayat Pradhan of the area of residence of the applicant).

KANYASHREE PRAKALPA 2013

IMPLEMENTATION GUIDELINES

Department of Women Development and Social Welfare

Government of West Bengal

August 2013

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1.1 Background

1.1.1 Child marriage a concern for West Bengal

1. Under the Prohibition of Child Marriage Act, 2006, the legal age of betrothal and marriage for girls is 18 years, and for boys is 21 years. In spite of several years of this Act being in existence, the early betrothal and marriage of children continues to be a norm in the West Bengal. According to the District Level Health Survey – 3, 2007-08 (DLHS -3, 2007-08), the state ranks fifth highest in the country when it comes to the prevalence of child marriage. It is vital to note that:
 - a. While all-India trends show that families are slowly delaying the betrothal and marriage of their girls, in West Bengal, almost every second girl is a child bride - over 54.7 % of the state's currently married women aged 20-24 were married before they reached the age of 18 (as compared to all-India figures of 43 %). Some of the states that have made significant progress in preventing child marriage are Maharashtra (40.4%), Odisha (37.5%), Gujarat (35.4%) and Tamil Nadu (24.4%). Some states that lag behind are Bihar (68.2%) and Jharkhand (55.7%).
 - b. The districts of Murshidabad, Malda, Birbhum, Purulia, Bankura, Dakshin Dinajpur, South 24 Parganas, Nadia and Cooch Behar are areas with the highest incidence of child marriage in the state.
 - c. While the figures show that child marriage is more prevalent in rural areas, statistics for Kolkata reveal that even in non-slum areas in the heart of the city, where families are wealthier and girls are likely to be better educated, more than a quarter of girls are married before they reach adulthood.
2. Significantly, child betrothal and marriage is completely gendered practice – and an overwhelmingly large percentage of girls are married at before reaching adulthood - and only a miniscule percentage of boys are subjected to the same fate.

1.1.2 Negative Impact of child marriage

1. **Child marriage and female school dropout:** Child marriage leads to girls dropping out of school, which further limit their scope of future development. In West Bengal, attendance of girls in school drops from 85% in the age-group 6-10 years to a mere 33% in the age group 15-17 years. (NFHS III, 2005-06) After the implementation of *Sarva Shiksha Abhiyan* towards universalization of elementary education, significant progress has been noticed among girls, both in terms of enrolment and completion rate at the elementary level. However, the transition from elementary to secondary school levels remains a concern. While girls are often taken out of school to get married, in other cases, when girls do not do well in studies or are not academically inclined, marriage is seen as the only viable alternative for them. In fact, many girls who drop out of school are sent away by parents to earn their dowries by working as child labour, leaving them vulnerable to traffickers.

According to a study entitled 'Final Study Report on Restructuring of School Education System in West Bengal' by IIM Calcutta, the percentage of girls enrolment gradually falls at the secondary and higher secondary level. While at the elementary level the girls' enrolment is more compared to boys at the secondary level it is almost the same as that of the boys. But at the higher secondary level the Gender Parity Index is only 0.75. It is at this juncture, when children are between the age of 17 and 18 that most of the girls are compelled to leave school and parents start negotiating for their marriage.

2. **Child and maternal ill-health and mortality:** Child marriage is one of the deterrent factors which is limiting the progress of maternal and child health and improvements in the nutritional status of children in West Bengal. Child marriages result in early pregnancies, which in turn lead to high maternal and infant deaths, and are also a leading cause for malnutrition among children.

Child marriages result in girls becoming mothers at an age when they are not out of childhood themselves - of all teenage girls aged 15 – 19 in West Bengal, one-fourth have already begun child-bearing, a percentage that is much higher than the national average (16%) and also higher than all other Indian states except Jharkhand.

3. **Child marriage and trafficking:** Child marriage is one of the lures used by human exploitation rackets to entice poor parents to part with young girls. Although it is not possible to disaggregate data on children who have gone missing because of child marriages arranged by fraudulent means, it is significant to note that the districts which rank the highest amongst all districts for child marriages, namely, Murshidabad and Malda, are also considered the most vulnerable to trafficking.

1.2 About Kanyashree Prakalpa

1. In view of the above, the Department of Women Development and Social Welfare, West Bengal (DWSW) formulated the Kanyashree Prakalpa – a conditional cash transfer scheme with the aim of improving the status and well being of the girl child in West Bengal by incentivizing schooling of all teenage girls and delaying their marriages until the age of 18, the legal age of marriage. Kanyashree Prakalpa is a West Bengal Government sponsored scheme which will be implemented henceforth in all districts of the state.

1.3 Expected Benefits of the Scheme

1. While a number of factors contribute towards girls dropping out of school, human rights research shows that the greatest obstacles to girls' education are child marriage, pregnancy and domestic chores, and that ensuring that girls stay in school is one of most effective protective measures against child marriage. Given that child marriage has a grossly negative impact on the lives of children, adolescents and young women, this scheme is expected to bring about measurable improved outcomes for the education, health (especially infant and maternal mortality) and empowerment of the state's girls, their children and immeasurable benefits for larger society.

1.4 Purpose of the Implementation Guidelines

1. The document lays down the key provisions of Kanyashree Prakalpa, and provides a set of top-level guidelines to ensure that the Scheme is implemented consistently and efficiently throughout the state.

The provisions laid down in these Guidelines and elsewhere may be subject to change by the Government of West Bengal at any time.

2.1 Definitions

In this chapter of the Implementation Guidelines, unless the context otherwise requires, -

1. **"Enrolled in an Institution of Education or Training"** means
 - a. Enrolled in Classes VIII to XII in a school which is recognized by the government
 - b. Enrolled in Secondary and / or Higher Secondary Courses in an open school which is affiliated / accredited / recognized by the government
 - c. Enrolled in Classes VIII to XII in a Madrassah" which is affiliated / accredited / recognized by the government
 - d. Enrolled in a course in a Vocational Training Center or a Technical Training Institute which is affiliated / accredited / recognized by government
 - e. Enrolled a Sports training Institute which is affiliated / accredited / recognized by the government.
2. **"Enrolled in an Institution of Higher Education"** means enrolled in any form of education or learning after Class XII.
3. **"J. J. Home"** means any home that is registered under the Juvenile Justice (Care & Protection of Children) Act, 2000.

2.2 Aims and Objectives

1. Through conditional benefits, Kanyashree Prakalpa (hereinafter referred to as 'The Scheme') aims to reduce the prevalence of child marriage in West Bengal by increasing the enrollment of girls in secondary education or vocational / sports training, and simultaneously encouraging the delay of marriages of girls until they reach the age of 18. The specific objectives of the Scheme are to:
 - a. Incentivize through scholarships, the continuation of education of the girl child in Secondary and Higher Secondary classes , vocational training or sports training. To reduce drop outs, especially amongst girls from poor families, who are not covered by any other scholarship
 - b. Dis-incentivise child marriage of girls to ensure compliance with the legal provisions pertaining to the minimum age at marriage.

2.3 Scope of the Scheme

The Scheme will be applicable to the State of West Bengal only, and will be implemented in the entire state.

2.4 Scheme Benefits and Eligibility Criteria

2.4.1 Annual Scholarships

1. The Scheme assures an annual scholarship of Rs. 500/- to girls based on the following eligibility criteria:

Eligibility Criteria			Means of Verification
1.	Age	Between 13 and 18 years of age	Copy of Birth Certificate issued by Municipal or Panchayat authorities and attested by the Appropriate Certifying Authorities OR Certificate of age issued by the Head of Institution of Education or Training where the girl is enrolled
2.	Marital Status	Unmarried	Declaration by applicant's parent / guardian and attested by the Appropriate Certifying Authorities
3.	Education	Enrolled in classes VIII-XII in government recognised regular or equivalent open school or equivalent vocational/technical training course	Certificate of enrolment and attendance by Head of Institution of Education or Training
4.	Family Income	Is less than or equal to Rs. 1,20,000/- per annum <i>Family income conditionality to be waived if one or more of the following is true:</i> a) girl is physically handicapped b) both parents are deceased c) The applicant's daughter / ward is already a recipient of the scholarship, and is applying for a renewal of the benefit.	For Self-employed parents / guardians: A declaration by the parents / guardian stating definite income from all sources, attested by the Appropriate Certifying Authorities For Employed parents/guardians: copy of Income certificate furnished by employer, attested by the Appropriate Certifying Authorities For waiver in case the girl is physically handicapped: Copy of Certificate of Disability furnished by appropriate authority and attested by the Appropriate Certifying Authorities For waiver in case both parents of the girl are deceased: Declaration by guardian and attested by the Appropriate Certifying Authorities For waiver in case of renewal: Declaration by parent / guardian and attested by the Appropriate Certifying Authorities

2. Notes on eligibility criteria for Scholarship:

1. All girls age 13 but not yet turned 18 as on 1st October 2013
2. Applications to for scholarships are to be signed by an eligible candidate's parents or guardian.
3. A fresh application form along with proof of eligibility (subject to the waivers mentioned above) is to be made for each year of scholarship.

2.4.2 One-Time Grant

1. The Scheme assures a One-Time Grant of Rs. 25,000/- to girls based on the following eligibility criteria:

Eligibility Criteria			Means of Verification
1.	Age	The girl has reached the age of 18	Copy of Birth Certificate issued by Municipal or Panchayat authorities and attested by the Appropriate Certifying Authorities OR Certificate of age issued by the Head of Institution of Education or Training or Institution of Higher Education where the girl is enrolled
2.	Marital Status	The girl was unmarried on attaining the age of 18	Declaration by applicant and attested by the Appropriate Certifying Authorities
3.	Occupation	Is enrolled in and regularly attending an Institution of Education or Training or a Institution of Higher Education Or is an inmate in a J. J. Home	Certificate of enrolment and attendance by Head of Institution
4.	Family Income	Is less than or equal to Rs. 1,20,000/- per annum <i>Family income conditionality to be waived if one or more of the following is true:</i> a) girl is physically handicapped b) both parents are deceased c) The applicant is an inmate in a J. J. Home	For Self-employed parents / guardians: A declaration by the parents / guardian stating definite income from all sources, attested by the Appropriate Certifying Authorities For Employed parents/guardians: Copy of Income certificate furnished by employer, attested by the Appropriate Certifying Authorities For waiver in case the girl is physically handicapped: Copy of Certificate of Disability furnished by appropriate authority and attested by the Appropriate Certifying Authorities For waiver in case both parents of the girl are deceased: Declaration by guardian and attested by the Appropriate Certifying Authorities For waiver in case the applicant is an inmate in a J.J. Home : Statement by Superintendent of the Home

2. Notes on one-time grant eligibility criteria

1. As the Scheme will commence from October 2013, only girls who turns 18 on or after 01 October 2013 will be considered as eligible to apply for the One-Time Grant.
2. Applications to for scholarships are to be signed by an eligible candidate.
3. Eligible applicants must apply for one-time grants after their 18th birthday and before they turn 19.

2.5 Special Notes on Eligibility Criteria and Means of Verification

2.5.1 Self-Declarations of Eligibility

1. Any undertakings or declarations given by the applicant / applicant's parent / guardian can be on ordinary paper countersigned by the appropriate certifying authority

2.5.2 Calculation of Family Income

1. So long as either of the parents is alive, only income of the parents will be taken into account and of no other family members even though they may be earning.
2. House Rent allowance received by the parents of a student shall be exempted from the computation of 'income' if the same has been permitted to be exempted for purpose of Income-Tax.

2.6 Appropriate Certifying Authorities

1. Undertakings or declarations made by the applicant or applicant's parents/guardians may be certified by any of the following:
 - a. Group A Officer of State Government or Government of India who is either posted in the area, or is a resident of the area of residence of the applicant
 - b. Member of Parliament, Member of Legislature of the area of residence of the applicant
 - c. Counsellor of ward of municipal areas, Gram Panchayat Pradhan of the area of residence of the applicant

2.7 Payment Mode

1. The Scholarship or One-Time grant will be paid to the beneficiaries by way of fund transfer through a bank account only.
2. Having a bank account in the applicant's name is not a pre-requisite at the time of applying for either of the Scheme's benefits. Once an application is approved, the applicant will be helped in opening and operating a bank account by the banking partner).
3. It is proposed that any Scheduled Bank as per the Second Schedule of Reserve bank of India Act may be the banking partner (to be decided by Department of Finance).

3 Management of Scheme

3.1 Management Structures

3.1.1 State, District, Block and Kolkata Municipal level Steering and Monitoring Committees

1. State, district, Kolkata municipality and block level Steering and Monitoring Committees shall be established to steward the Scheme in their respective areas. For the District of Darjeeling, there will be two District Steering and Monitoring Committees, one for Gorkhaland Territorial Authority and the other for non-GTA areas. (See Appendix 1 for composition of Steering and Monitoring Committees)
2. These committees shall, at their respective levels:
 - a. Review, monitor and advise on all matters relating to the implementation of the Scheme, including reviewing progress, and strengthening coordination and convergence between and within concerned departments.
 - b. Will consider the bottlenecks faced during the implementation of the Scheme and suggest modifications required for improving implementation.
 - c. Will meet periodically (quarterly at state level and monthly at district and block level) or earlier, if needed, at the discretion of the Chairperson of the Committee. If required, technical experts, NGOs or civil society groups may be invited to attend to meetings.

3.1.2 Project Management Units

1. The Scheme will be implemented by Project Management Units, with one unit at the State level, and one in each district in West Bengal. The District-level Project Management teams will function under the supervision of the State Project Management Unit.
2. **State Project Management Unit (SPMU)**
 - a. The SPMU will be established under the Department of Women Development and Social Welfare, and be headed by a State Project Manager (Kanyashree) assisted by a Deputy Project Manager (Kanyashree) and an Accounts officer recruited on deputation or contractual basis.

To manage the project at the state level, a Programme Management Consultant (a management agency) would be hired for the initial period of 1 year. Under the guidance of Secretary, Child Development and Women Development & Social Welfare, the agency would be responsible for overall management of the IT component (maintenance of the Web portal and MIS) as well as implementation of communication and capacity building strategy for the scheme. The agency would also support the SPMU in hiring implementing agencies.
 - b. They will be assisted by two accountants-cum-data managers employed on a contractual basis, and who must be proficient in common office applications, especially word processing, spreadsheets, presentation and accounting software.
 - c. All new appointments will be made for 3 years on probation basis.
 - d. The SPMU shall be responsible for:
 - i. Coordination and management of the scheme at state level
 - ii. Overseeing the performance of the DPMU
 - iii. Maintaining all records, MIS and reporting mechanisms at state level
 - iv. Periodic reporting to the State Steering Committee

- v. Members of State Project Management Unit will conduct a 5% sample verification of all sanctioned scholarship/One-time grant applications from all districts
3. It is proposed that the SPMU can be subsequently registered under West Bengal Societies Act to ensure resource mobilization from corporate donors under Social Corporate Responsibility and the contributors will be granted exemption under Section 80G of I.T. Act.
4. **District Project Management Unit (DPMU)**
 - a. In all districts, with the exception of Kolkata, the DPMU shall be established under the office of the District Magistrate. In Kolkata, the DPMU will be established under the office of Commissioner, Social Welfare. For the district of Darjeeling, there will be two district project management units, one for GTA and the other for non GTA areas. The former will be establish under the office of Principal Secretary GTA and the latter under the office of District Magistrate, Darjeeling .
 - b. There will be one Project Manager on deputation or contractual basis and one Accountant employed on a contractual basis for each such Project Management Unit, in addition to at least two accounts cum data managers on contractual basis.
 - c. All new appointments will be made for 3 years on probation basis.
 - d. The Project Management Units shall, in their district, be responsible for:
 - i. Coordination and management of the scheme in the district
 - ii. Maintaining all records, MIS and reporting mechanisms at district level
 - iii. Periodic reporting to the State Level Project Management Units and to the District level steering committees

3.1.3 Partner Bank

1. A partner bank will be selected to manage the funds of the Scheme. The bank may be any Scheduled Bank as per the Second Schedule of Reserve bank of India Act, and will be responsible for managing the funds of the scheme, including disbursements to beneficiaries, maintaining the financial accounting systems, FMIS of the Scheme and regularly submit the statements and reporting on a regular basis to DPMU and SPMU.
2. The bank will also assist beneficiaries in opening / operating bank accounts to receive their entitlements.
3. The implementation will be through lead bank system at state, district and block level.

3.2 Fund management

1. The funds for the Scheme will be met from the Budget provision for the Department of Women Development and Social Welfare.
2. 3% of fund budgeted for the Scheme will be reserved for Project Management and Publicity costs. Of this, one-third will be allocated at the State Project Management Unit level, and the balance two-thirds will be allocated at the district level.
3. The budget provision for scholarships will be made on the basis of expected number of beneficiaries between the ages of 13 and 18 and enrolled in Institutions of Education or Training as defined in Chapter 2 of this document
4. The budget provision for one-time grant will be made on the basis of expected number of beneficiaries who have turned 18 and are enrolled in Institutions of Education or Training, Institutions of Higher Education or J. J. Homes defined in Chapter 2 of this document

3. Interdepartmental convergence

The implementation of the Scheme requires coordination close convergence with the following departments:

Department	Convergence
a. The Department of Women Development and Social Welfare	Nodal department for management and implementation of Scheme
b. Department of School Education	To promote the Scheme and distribute application forms through its offices and through schools, jointly developing IEC materials and strategy and using own IEC funds
c. Department of Panchayat and Rural Development	To promote the Scheme and distribute application forms through its offices and MSKS
d. Department of Municipal Affairs	To promote the Scheme and distribute application forms through its offices
e. Department of Technical Education and Training	To promote the Scheme and distribute application forms through its offices
f. Department of Health and family Welfare	To promote the Scheme and distribute application forms through its offices, jointly developing IEC materials and strategy and using own IEC funds
g. Department of Information and Cultural Affairs	To ensure publicity through mass media and campaigns
h. Department of Finance	To provide financial governance guidance and support, ensure bank accounts for minor girls under the guardianship of mothers/female guardians
i. Lead State and District Banks	To facilitate opening of no-frill accounts with zero-balance for minor girls between the ages of 13 and 19 who want to apply for the schemes benefits
j. Administrative Training Institutes	To ensure that the training curriculum includes training on the Scheme
k. Department of Information Technology	To develop a common portal of all data on scholarships and to support SMS based mechanism for grievance redressal
l. Departments of Backward Classes Welfare, Panchayat & Rural development, Minority Welfare and Mass Education	To create a common online scholarship hub and sharing information on enrollment and number of beneficiaries receiving scholarships/financial assistance under any central/state government scheme
m. Department of Sports and Youth Services	To supply information about recognized/affiliated sports organisations

3.4 Grievance Mechanisms

1. Women's Grievance Cell operating under the Department of Women Development & Social Welfare at District-level will also serve as grievance cell for Kanyashree Prakalpa.
2. A helpline will be set up for the scheme under the cell.

4 Scheme Implementation Mechanisms

4.1 Publicity of the Scheme & Identification of Beneficiaries

1. Publicity of the Scheme will be arranged by the Department of Information & Culture through various mass-media like print and electronic media, street plays, folk theatre and others.
2. Publicity will also be done by harnessing platforms of existing self help groups through inter-personal communication. The AWW, ANM, ASHA workers and school teachers will also publicize the Scheme through their daily work.
3. Publicity of the scheme may also be linked to any government-recognized child marriage prevention interventions in the state. In addition, local bodies (Panchayats and Municipalities) will conduct targeted interventions to identify and enroll eligible beneficiaries in their respective areas.

4.2 Capacity Building of concerned officials and functionaries

1. The Administrative Training Institutes and State Institute of Panchayat & Rural Development will include the scheme in their training curriculum.
2. In addition, the information regarding the scheme and its implementation will be made a part of regular training programmes of ASHAs and ANMs (under NRHM), AWWs (under ICDS) and teachers (under SSA).

4.3 Availability of applications forms

- a. Application forms for the Scheme and forms for opening up of the bank accounts will be available free-of-cost primarily at the secondary/higher secondary schools to avoid misuse. However they will also be available online in a downloadable format and from following institutions on demand:
- b. Local government offices – gram panchayat, municipalities and borough offices, head office of KMC
- c. Offices of Commissioner of Social Welfare and District Social Welfare Officer
- d. Sub-divisional Offices
- e. Block Development Offices
- f. Office of Block Medical Officer of Health /Primary Health Centers
- g. With ANMs/AWCs/ASHAs

4.4 Submission of applications

1. All Institutions of Education and Training defined under Chapter 2 of this document in any area will be deemed as Application Offices.
2. In addition: the following offices will also receive completed applications along with documents certifying eligibility:

Residents of:	Application Offices
i. Rural areas under the West Bengal Panchayat Act, 1973	Block Development Offices of the concerned block/ Office of District Social Welfare officer
ii. Urban areas / notified areas covered under the West Bengal Municipal Act, 1993	Municipality/Sub-divisional Offices/ Office of District Social Welfare officer
iii. Urban areas covered under the Kolkata Municipal Corporation Act, 1980	Borough Offices and head office of Kolkata Municipal Corporation/ Office of Commissioner, Social Welfare

3. Submission of applications for the Scholarship benefit and the one-time grant are open through the year. Provisions will be made for filling up applications online also. The hard copy of the digitalized form may be submitted along with documents certifying eligibility to any one of the following Application Offices:

4.5 Scrutiny and Verification of applications

1. The schools and all other Application Offices mentioned above will forward all applications to offices of BDOs (rural areas), SDOs (urban/municipal areas) and Commissioner, Social Welfare (Kolkata Municipal Corporation).
2. Each scrutiny office at block and sub-division level will be supported by two data assistants recruited on contractual basis. The recruitment will be for 3 years on probation basis.
3. The offices of BDOs (rural areas), SDOs (urban/municipal areas) and Director, Social Welfare (Kolkata) will each appoint an officer to undertake scrutiny of the applications. The officers will carry out scrutiny of documents and will recommend for approval or reject application based on eligibility criteria within one month of receiving the applications.
4. List of recommended and rejected applications with comments will be forwarded to Sanctioning Officer
5. Random physical verification may be under taken by District Programme Officer-ICDS, CDPOs or any other officer appointed by the District Magistrate, Principal Secretary GTA or Director Social Welfare, Government of West Bengal.

4.6 Sanctioning of applications

1. The following officials will be designated Sanctioning Officers:
 - a. In all districts barring Kolkata, the District Magistrate will be the Sanctioning Officer;
 - b. In Kolkata, the Commissioner, Social Welfare Department shall be the Sanctioning Officer.
 - c. For GTA, the Principal Secretary, GTA will be the sanctioning officer.
2. The above-mentioned Sanctioning Officers may authorize any other competent Officer to discharge the function of Sanctioning Officer of the Scheme in their respective districts.
3. Within one month of receiving the scrutinised applications, the Sanctioning Officer issue sanctions orders that authorize the partner bank to transfer the sanctioned amount to the bank account of the approved beneficiaries. The partner bank shall perform the necessary fund transfers to beneficiaries within a week of receiving the sanction orders.

4.7 Informing beneficiaries / rejected applicants

1. A list of sanctioned and rejected applications will be displayed up at Anganwari Centers, schools, Institutions, Panchayats, Offices of BDO, SDO, Municipality, Borough Offices, KMC head office, Commissioner, Social Welfare and will also be available online in a downloadable format.

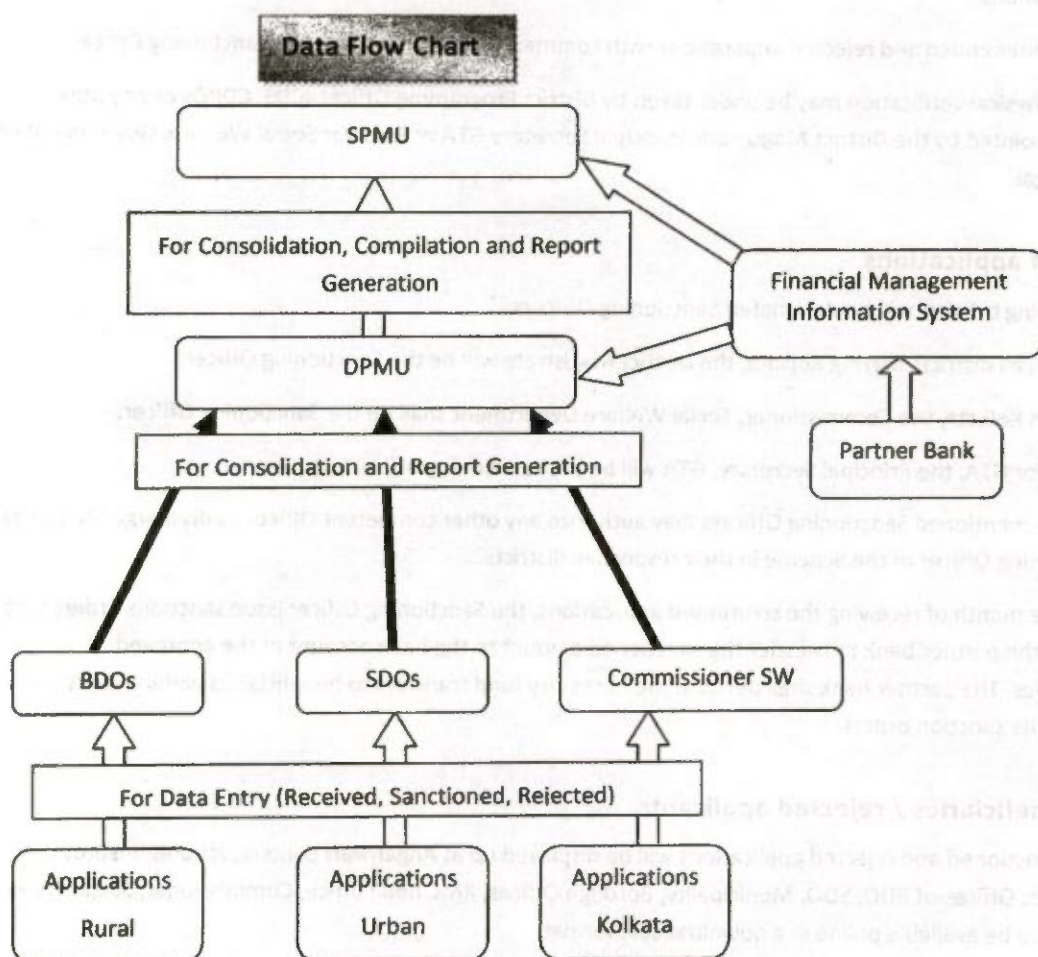
4.8 Applications for Renewal of Scholarships

The procedures for applications of renewal scholarships will be the same as for new applications; barring submission of income certificate. All other certifications for eligibility will have to be provided by the applicant and scrutinized and verified as directed above.

5 Record-keeping, MIS and reporting mechanisms

5.1 Overview

1. All registers and other record-keeping formats will be maintained electronically, and be designed to ensure that key monitoring indicators of scheme coverage, financial disbursements and management / implementation performance can be easily elicited on a regular basis.
2. All primary data entry (of applications received, sanctioned and rejected) will be undertaken at the level of BDOs (Rural Areas), SDOs (Urban Areas) and Director, Social Welfare (Kolkata). The data from rural and urban areas will be compiled at district level by the data manager at DPMU. Subsequently, all districts data will be consolidated and compiled at SPMU.
3. All sanctioned and rejected application forms will be retained for sample verifications in offices of BDOs (rural areas), SDOs (urban areas) and Director, Social Welfare (Kolkata) for at least one financial year.
4. The Partner Bank will maintain account of all financial statements and FMIS.



5.2 Registers

1. Offices of BDOs, SDOs and Commissioner, Social Welfare will maintain a registers of applications received, scrutinised, approved or rejected
2. Each office of Sanctioning Officer will maintain a registers of received, verified and approved or rejected applications
3. Periodically, each DPMU will collate the registers of application offices and Sanctioning Offices into a district-wise register of applicants/beneficiaries.

4. Periodically, the SPMU will collate the registers of each DPMU into a state-wise register of applicants/beneficiaries.

5. The partner bank will maintain registers of sanctioned applications and disbursements made.

5.3 Reporting and Monitoring

1. The partner bank will provide monthly statements of disbursements under the scheme and consolidated reports from financial MIS to the DPMU and SPMU
2. Each DPMU will provide a monthly statements relating to Scheme coverage, expenditure and other administrative matters to the District Steering and Monitoring Committees and to the SPMU.
3. The DPMU and SPMUs will periodically prepare monitoring reports on key performance indicators.
4. The SPMU will collate all monthly statements and reports from all sources into a comprehensive statement for the State Steering and Monitoring Committees.
5. Continuous Concurrent Evaluation of the scheme is proposed by involvement of external independent agencies to ensure that the desired outcomes are being achieved.

Appendix 1: Composition of Steering & Monitoring Committees

5.4 State Level Steering & Monitoring Committee

Official	Position
Finance Minister, Government of West Bengal	Chairperson
Chief Secretary, Government of West Bengal	Member
Secretary, Department of Women Development & Social Welfare	Convener, Member
Secretary, Department of School Education	Member
Secretary, Department of Health and Family Welfare	
Secretary, Department Panchayat and Rural Development	Member
Secretary, Department of Minority Affairs and Madarsa Education	Member
Secretary, Department of Mass Education	Member
Secretary, Sports and Youth Services	Member
Secretary, Department of Finance	Member
Secretary, Department of Technical Education & Training	Member
Secretary, Department of Information & Cultural Affairs	Member
Secretary, Department of Municipal Affairs	Member
Secretary, Department of Backward Class Welfare	Member
State Project Director, Sarva Shiksha Abhiyan	Member
Chief of Field Office, Unicef Office for West Bengal	Member
Representatives of prominent Non-government organisations (to be decided by State Government)	Member

5.5 Kolkata District Steering & Monitoring Committee

Official	Position
Mayor, Kolkata Municipal Corporation	Chairperson
Commissioner, Social Welfare	Convener, Member
Commissioner, Kolkata Municipal Corporation	Member
Commissioner for the Persons with Disabilities	Member
State Project Officer – Sarva Shiksha Abhiyan	Member
Commissioner of School Education	Member
District Collector, Kolkata	Member
District Inspector of Schools (Secondary)	Member
District Programme Officer, ICDS	Member
Nodal Officer (Asst Director) Minority Affairs	Member
Representatives of prominent Non-government organisations (to be decided by State Government)	Member

5. District Steering & Monitoring Committee (apart from Kolkata) including non-GTA Darjeeling

	Position
District Magistrate	Chairperson
District Social Welfare Officer	Convener, Member
All Sub-Divisional Officers	Member
District Project Officer, Sarva Shiksha Mission	Member
District Inspector of Schools (Secondary)	Member
District Officer for Minority Welfares or Officer in-charge of Minority Affairs	Member
District Programme Officer, ICDS	Member
District Panchayat and Rural Development Officer	Member
Chief Medical Officer of Health	Member
Chairperson, Municipality	Member
District Officer for Information & Cultural Affairs	Member
Representatives of prominent Non-government organisations (to be decided by State Government)	Members

5.7 Gorkhaland Territorial Authority (GTA) Steering & Monitoring Committee

Principal Secretary, GTA	Chairperson
ADM In-charge of Social Welfare Officer, Darjeeling	Convener, Member
All Sub-Divisional Officers	Member
District Project Officer, Sarva Shiksha Mission	Member
District Inspector of Schools (Secondary)	Member
District Programme Officer, ICDS	Member
District Panchayat and Rural Development Officer	Member
Chief Medical Officer of Health	Member
Chairperson, Municipality	Member
Representatives of prominent Non-government organisations (to be decided by State Government)	Members

5.8 Block Steering & Monitoring Committee

Block Development Officer	Chairperson
Block Welfare Officer	Convener, Member
Sub-Inspector of School	Member
Block Medical Officer of Health	Member
CDPO (ICDS)	Member
Asst. Inspector of Schools (Secondary)/ Sub-Inspector of Schools	Member

Appendix 2: Management Organogram

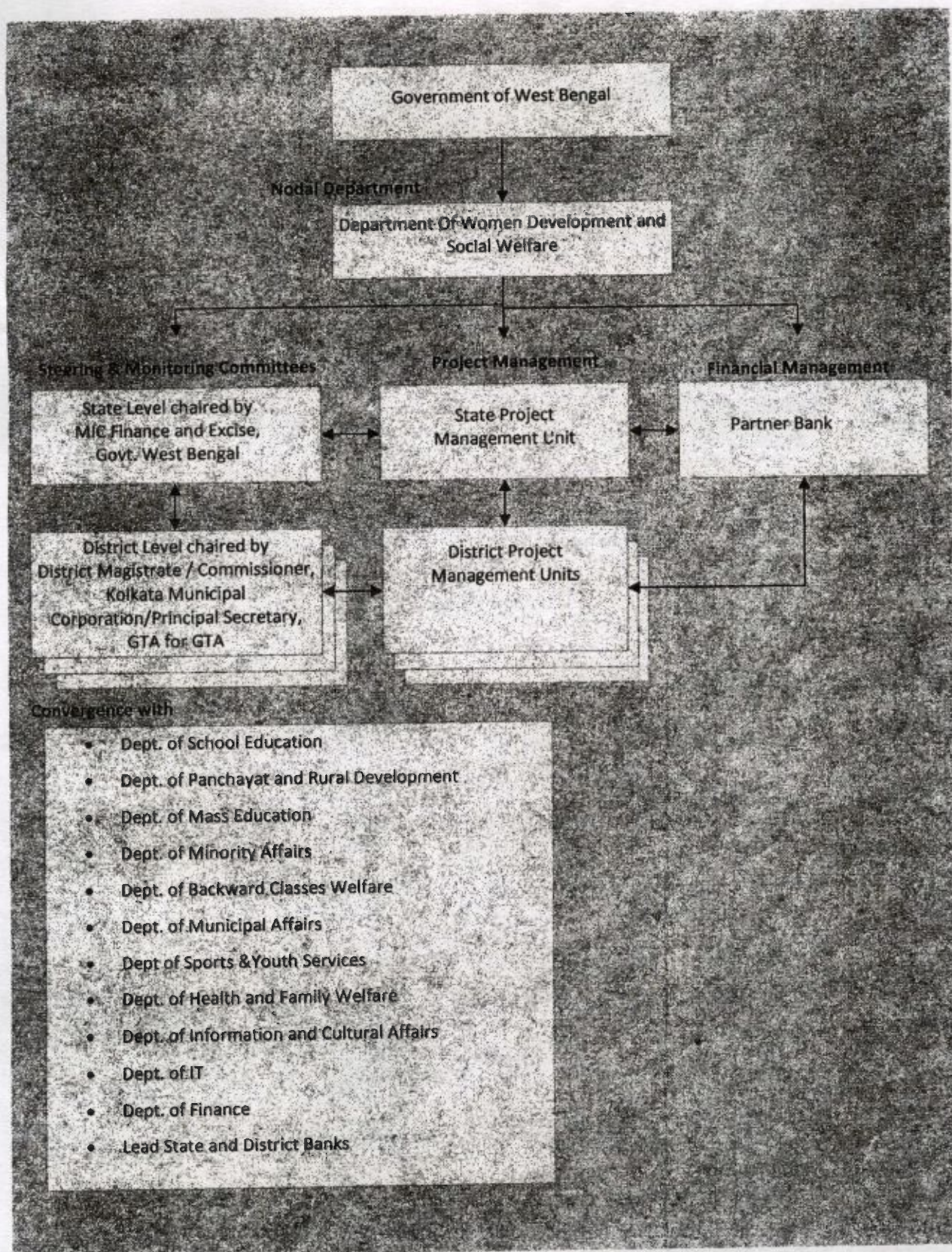


FIGURE 1: KANYASHREE MANAGEMENT STRUCTURES

Appendix 3: Application Process Flow

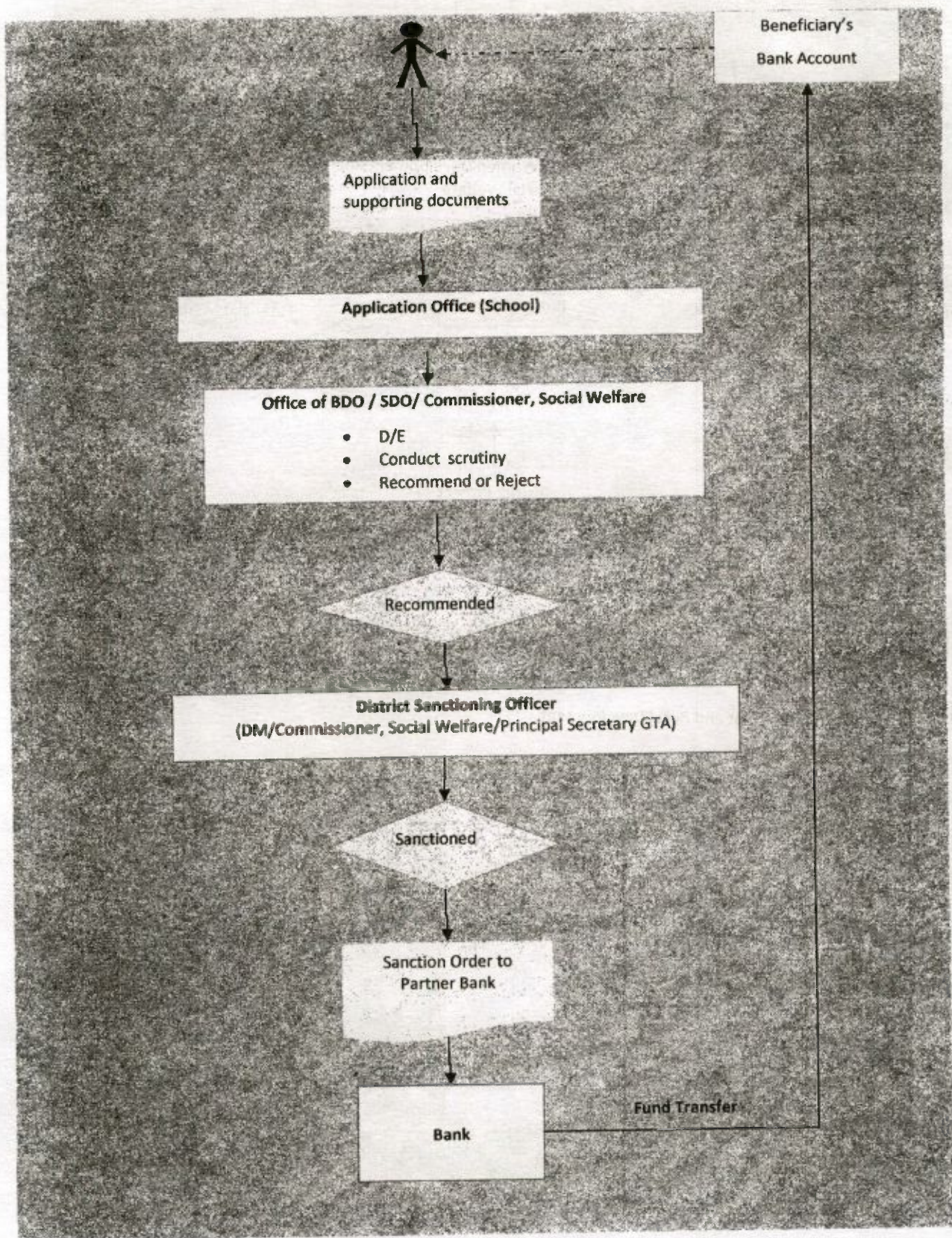


FIGURE 2: KANYASHREE APPLICATION PROCESS FLOW